

**Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

P.O. Box 681

Acton, Massachusetts, 01720

Telephone (978) 263-4776

Fax (978) 266-1408

[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

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Name of Engineering firm

date

Dear XXXX

Attached is a Request for Proposals and Scope of Services for preliminary architectural design services to be done for a proposed affordable housing development on a town-owned piece of land in Acton. We are seeking proposals from qualified architects and thought this might be of interest to you.

We are hoping to have the design completed by June 2005 so we can move forward with a feasibility study.

The Acton Community Housing Corporation will be holding a briefing session on Wednesday, March 2 at 3:30PM in room 126 of Town Hall. Should you have questions please feel free to call either Roland Bartl, Acton Town Planner at 978-264-9636 or me at the number below.

Thank for your interest.

Sincerely,

Ryan Bettez, Vice Chair  
Acton Community Housing Corporation  
(617) 828-4197

List of Architects to send Willow/Central RFP to:

Group for Livable Communities  
175 Richdale Ave., #115  
Cambridge , MA , 02140  
Telephone 6175761745  
Email [sjames@post.harvard.edu](mailto:sjames@post.harvard.edu)

from State list

Thomas Peterman  
16 Hosmer St.  
Acton, MA

Red Hawk Studio Architects  
18 Main St.  
Concord, MA  
[redhawk@redhawkstudio.com](mailto:redhawk@redhawkstudio.com)

E. J. Rempelakis, Assoc. Inc  
179 Great Rd. Suite 201  
Acton, MA

Integrity Design  
Attn: Dan Miele  
498 Great Rd.  
Acton, MA

Greotech Housing Co.  
Attn: Stephen Stuntz  
30 Pullman St.  
Worcester, MA 01606

**CENTRAL REGISTER - DESIGNER SERVICES***Public projects where the construction cost is estimated to exceed \$100,000. Published two weeks prior to application deadline.***CR-1****AWARDING AUTHORITY:****AGENCY:**

Acton, Town of  
Acton Community Housing Corporation (ACHC)  
C/O Acton Planning Department  
472 Main St.  
Acton, MA 01720

**PROJECT NUMBER:**

Designer's Fee \$5000.  
Estimated Construction Cost: \$1,000,000.  
Time Period for Completed Project:  
6/05

**CONTACT INFORMATION:**

FAX: 978-264-9630

NAME Roland Bartl, Town Planner/Ryan Bettez, ACHC

PHONE: 978-264-9636/617-828-4197

**CONTRACT INFORMATION:**

**PROJECT:** Preliminary Architectural design and construction cost estimates for a proposed 3-4 unit multi-family affordable housing development on town-owned land.

**SCOPE:** The preliminary design services are intended to provide enough information on the unit design and lay-out to allow the preparation of a Feasibility Study, using estimated development costs. Preliminary engineering design has been conducted.

**SPECIFIC DESIGNER SERVICES:**

☒ Architect ☐ Landscape Architect ☐ Planner ☐ Programmer  
☐ Engineer ☐ Land Surveyor ☐ Space Planner ☐ Project Manager  
☐ Other Specify

**DEADLINE FOR APPLICATION FORM:**

3/16/05 @ 2:00 P.M.

**PROJECT PROGRAM AVAILABILITY:** Copies of the RFP may be obtained at the Planning Department of the Acton Town Hall. Contact Town Planner Roland Bartl by phone 978-264-9636 or email: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) to obtain an electronic copy.

**BRIEFING SESSION:** (Optional): 3/2/05 @ 3:30P.M. Acton Town Hall, Room 126, 472 Main St., Acton, MA. Site visit will follow

**ADDITIONAL INFORMATION:** See RFP for more details

**AWARDING AUTHORITY:****AGENCY:**

Canton, Town of  
Memorial Hall  
801 Washington St.  
Canton, MA 02021

**PROJECT NUMBER:**

Designer's Fee Negotiated  
Estimated Construction Cost:  
Time Period for Completed Project:  
Five Months from Execution of Contract

**CONTACT INFORMATION:**

FAX: 781-821-2935

NAME William T. Friel, Town Administrator

PHONE: 781-821-5000

**CONTRACT INFORMATION:**

**PROJECT:** Revitalization design of Improvements along Washington Street specifically between the Intersection of Sherman Street and Neponset Street.

**SCOPE:** Includes but is not limited to the design of sidewalks, signage, storm drainage, street paving, shade trees and other beautification plantings, streetlights, traffic control devices, crosswalks, and other streetscape improvements.

**SPECIFIC DESIGNER SERVICES:**

☒ Architect ☒ Landscape Architect ☐ Planner ☐ Programmer  
☒ Engineer ☐ Land Surveyor ☐ Space Planner ☒ Project Manager  
☐ Other Specify

**DEADLINE FOR APPLICATION FORM:**

3/25/05 @ 12:00 P.M.

**PROJECT PROGRAM AVAILABILITY:** RFP issued 2/14/05

**BRIEFING SESSION:** Proposal Meeting & Site Visit on 2/28/05 @ 11:00 A.M., in Salah Meeting Room, Second Floor above-referenced address.

**ADDITIONAL INFORMATION:**

**Town of Acton**  
**Acton Community Housing Corporation**

**Request for Proposals**

**2/16/05**

**214 Central Street and 28 Willow Street  
Acton, MA**

**Preliminary Architectural Design and  
Construction Cost Analysis Services**

The Acton Community Housing Corporation (ACHC) is seeking proposals for the preliminary architectural design and construction cost estimates for a proposed multi-family development to be located on Town-owned land. The Town has been awarded a \$5000 grant from the Department of Housing and Community Development's Priority Development Fund for these services. This is the second of a three phase process to determine the feasibility of developing this site.

ACHC is a quasi-public body under the control of the Board of Selectmen, charged with developing affordable housing strategies and implementing affordable housing programs in the Town of Acton. The two Town-owned contiguous parcels of land at 214 Central Street and 28 Willow Street, with a combined total of approximately 15,799 square feet, formerly housed a septic system installation and repair company. The parcels were taken by the town on May 4, 1998 for unpaid taxes. The Town has done significant environmental remediation work (in accordance with the requirements of Chapter 21 E of Massachusetts General Laws) and the site is now clean and prepared for residential re-use.

In its efforts to redevelop the town-owned land at Central and Willow Street as a site for multi-family mixed-income housing, the ACHC, received a grant from the Department of Housing and Community Development's Priority Development Fund to hire an engineering firm to do preliminary design work for a septic system and overall site analysis. The results give a series of options for development based on the septic system size and placement.

Using the site analysis, the ACHC is seeking proposals for the preliminary architectural design of the homes and construction cost estimates that can be factored into the final planning phase, a Feasibility Study. The ACHC proposes to build a duplex farmhouse style building on the Central Street side of the parcel and a single family bungalow style building on the Willow Street side. All units should include three bedrooms, a fully applianced kitchen, two full bathrooms, and space for a washer and dryer. Options that should be considered include a partial basement, front porches, single car garages, mudrooms, Hollywood style bathrooms, and breakfast bars in the kitchen. The square

footage of the homes should be in the 1200 range. The exterior style of the homes should blend in with the surrounding neighborhood.

### **Purpose of Services**

These preliminary design services are intended to provide enough information on the proposed units to allow a consultant to prepare a Feasibility Study that will calculate the total construction cost of the proposed development and determine the economic viability of the proposal. This will be the third phase of the DHCD-PDF grant.

It is not intended for the designer to provide construction-detail documents. The DHCD will review these preliminary architectural designs and the preliminary site analysis to make a final determination about proceeding with the Feasibility Study.

### **Scope of Services**

1. Review the previously prepared survey plan and topographic survey of the parcels noted to see the locations and maximum foot prints of the proposed buildings.
2. Review pictures and comments from the Willow/Central neighborhood meeting to see what style of homes are preferred.
3. Visit neighborhood and the West Acton Village area to see existing homes in the area.
4. Create designs for the duplex and the single family bungalow for the Willow St. side. All designs should be both complementary and consistent with the neighborhood. They must be designed to fit on the site, meeting local zoning requirements.
5. Prepare schematic floor plans for all the units and a schematic site design showing placement of the structures on site.
6. Include in each unit three bedrooms, a fully applianced kitchen, two full bathrooms, and space for a washer and dryer. One duplex will be on Central Street and one bungalow will be on Willow Street. Options that should be considered include front porches, single car garages, mudrooms, Hollywood style bathrooms, and breakfast bars in the kitchen.
7. Provide five hard copies and two electronic copies in AutoCAD drawing file format of the preliminary architectural and site placement design.
8. One or more meetings with members of the Acton Community Housing Corporation.
9. Reimbursable expenses must be included in the \$5000 fee.

## **Criteria for Evaluating Prospective Developers**

### **Minimum Threshold Criteria**

1. Certificate of Membership in American Institute of Architects
2. Minimum of 5 years of experience in Residential design
3. Current Massachusetts Registration as an Architect

### **Competitive Evaluation Criteria**

1. Experience in designing affordable housing
2. Experience in designing small multifamily housing developments
3. Years of experience
4. Response to scope of services
5. Examples of work in the Eastern Massachusetts area
6. Interview
7. Timetable for completion

### **Submission Requirements**

All proposals must include the following materials:

1. Letter of interest signed by the principal(s) of the firm
2. Description of proposed work
3. Response to scope of services with a break down of the cost per task
4. Proposed schedule for completion
5. Description of development team
6. Previous relevant experience of members of team and references
7. A detailed project budget with hourly rates, estimated additional charges or fees **not to exceed** the total fee of \$5000.
8. The Town of Acton standard purchase order terms and conditions shall apply.

### Selection Process

All proposals submitted by the deadline will be opened and logged in publicly. Responders may submit proposals electronically to [planning@acton-ma.gov](mailto:planning@acton-ma.gov). All information contained in the proposals will be made public. The Acton Community Housing Corporation and the Town of Acton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Acton. The Acton Community Housing Corporation will notify all responders in writing of its decision.

RFP Release: 2/16/05

Proposals Due: 2:00 PM 3/16/05

Briefing Session: (OPTIONAL)

3/2/05 3:30PM Site Visit after session  
Acton Town Hall  
Room 126  
472 Main St.  
Acton, MA 01720

Please send proposals to:

Roland Bartl  
Town Planner  
Town Hall, 472 Main Street  
Acton, MA 01720  
Email: [planning@acton-ma.gov](mailto:planning@acton-ma.gov)

ACHC contact person: Ryan Bettez  
ryan bettez <[bettezfamilly@yahoo.com](mailto:bettezfamilly@yahoo.com)>  
617-828-4197

**Request for Proposals  
214 Central Street and 28 Willow Street, Acton, MA**

**Preliminary Architectural Design and  
Construction Cost Analysis Services**

Name	Heather Oldroyd Cocker	
Firm	Kang Associates, Inc.	John Kendall Mitchell <sup>Associates, Inc.</sup>
Address	410 Boston Post Road	232 Chelsea Street
Address	Sudbury, MA 01776	East Boston, MA 02128
Phone #	978-443-6383	617-569-3337
Fax #	978-443-1360	
E-Mail	hoco@kangarchitects.com	
Name	William E. Murray, R.L.A.	Joseph F. Fournier, Jr., AIA ✓
Firm	PLACES Site Consultants, Inc.	JFF Design, Architects
Address	694 Main Street, Ste. 3	24 Warwick Avenue
Address	Holden, MA 01520	Waltham, MA 02452
Phone #	508-829-0333	781-899-6908
Fax #	508-829-0904	781-899-3050
E-Mail	Wmmurray@verizon.net	joseph.fournier@jffdesign.com
Name	Priti Patel	Paul Lieneck
Firm	Dodge Reports	Haynes, Lieneck & Smith Inc.
Address	24 Hartwell Avenue	PO Box 128
Address	Lexington, MA 02421	Ashby, MA 01431
Phone #	781-860-6719	978-386-2473
Fax #	877-558-8282	
E-Mail	Priti_Patel@McGraw-Hill.com	paul@hlsdesigns.com



**Request for Proposals  
214 Central Street and 28 Willow Street, Acton, MA**

**Preliminary Architectural Design and  
Construction Cost Analysis Services**

Name	Rick Ames	
Firm	Next Phase Studios	HELENE KARL Architects, Inc.
Address	179 Green Street, Suite 202	61 Skyfields Drive
Address	Jamaica Plain, MA 02130	Groton, MA 01450
Phone #	617-522-9808	978-449-0470
Fax #		978-449-0469
E-Mail	maggie@nps-architects.com	hka@npv.com
Name	Jessica Callahan, <sup>Marketing</sup> Coordinator	David A. Kinsella, AIA, NCARB <sup>President</sup>
Firm	Gorman Richardson Architects	tbc, inc.
Address	77 Main Street	7 Bridge Street, Unit 9
Address	Hopkinton, MA 01748	Billerica, MA 01821
Phone #	508-544-2607	978-667-7971
Fax #	508-435-0072	
E-Mail	jcallahan@gra.net	tbcarchbuild@aol.com
Name	Bill Boehm	Eduardo F. Lozano
Firm	Miller Boehm Architects	Lozano Baskin & Associates
Address	23A Warren Ave	6 Bennett Street
Address	Boston, MA 02116	Cambridge, MA 02138
Phone #	617-521-9080	617-868-6344
Fax #	617-621-9090	
E-Mail	bill@millerboehm.com	

**Request for Proposals  
214 Central Street and 28 Willow Street, Acton, MA**

**Preliminary Architectural Design and  
Construction Cost Analysis Services**

Name	Nerdy Riggs-Smith, <sup>AIA</sup> <sup>LEED</sup> <sup>AP</sup>	Colleen Williams, <sup>Marketing</sup> <sup>Coordinator</sup>
Firm	Von Grossmann & Company	SAR Engineering, Inc.
Address	115 Broad Street	10 Granite Street
Address	Boston, MA 02110	Quincy, MA 02169
Phone #	617-399-0028	617-328-9215
Fax #	617-399-6499	617-328-9216
E-Mail	(c) 978-809-8922 nriggs@thevongrossmann.com	CWilliams@sar.com
Name	Christian Essex	Douglas J. Fisher, Architect
Firm	Amendson Architects, Inc.	
Address	14 Arrow Street	47 Mason Terrace
Address	Cambridge, MA 02138	Brookline, MA 02446
Phone #	617-868-0439	617-953-1589
Fax #	617-868-3704	
E-Mail	CESSEX@amendsonarchitects.com	qualitydocs@yahoo.com
Name	Ronald J. Alex, AIA	John Winslow
Firm	LPBA/Architects, Inc.	Winslow Architects, Inc.
Address	28 Penniman Road	10 Concord Avenue
Address	Boston, MA 02134	Cambridge, MA 02138
Phone #	617-782-9131	617-492-5600
Fax #	617-782-9141	617-492-9292
E-Mail	ralex@lpba.com	john@winslowarchitects.com

**Request for Proposals**  
**214 Central Street and 28 Willow Street, Acton, MA**

**Preliminary Architectural Design and  
Construction Cost Analysis Services**

Name	Terry D'Amore, <sup>Office</sup> Manager	Henry Celli
Firm	COLE AND GOYETTE	FOUR Architecture
Address	Architects and Planners, Inc. 955 Massachusetts Avenue	36 Brantford Street, Suite 507
Address	Cambridge, MA 02139	Boston, MA 02108
Phone #	617-491-5662	617-423-0275
Fax #	617-492-0856	617-423-0386
E-Mail	colegoyette@earthlink.net	henry@fourarchitecture.com
Name	Donna Paterson	
Firm	Fine Associates	
Address	192 South Street	
Address	Boston, MA 02111	
Phone #	617-695-9171	
Fax #	617-695-9360	
E-Mail	dpaterson@fine-associates.com	
Name		
Firm		
Address		
Address		
Phone #		
Fax #		
E-Mail		

Terrence G. Heinlein AIA Architect

tgheinlein.com

heinleintg@aol.com

Preliminary Cost Estimate Willow/Central Housing\*  
ACHC 4/15/05

Item Name	Material	Labor	Equipment	Total
Excavation	--	1,465.00	376.00	1,841.00
Foundation, Piers, Flatwork	3,088.00	4,963.00	765.00	8,816.00
Rough Hardware	335.00	539.00	84.00	958.00
Rough Carpentry	11,080.00	16,715.00	--	27,795.00
Insulation	2,075.00	1,450.00	--	3,525.00
Exterior Finish	7,037.00	4,202.00	488.00	11,727.00
Exterior Trim	444.00	715.00	111.00	1,270.00
Doors	1,013.00	868.00	--	1,881.00
Windows	1,744.00	1,212.00	--	2,956.00
Finish Hardware	169.00	145.00	--	314.00
Garage Door	--	--	--	--
Roofing, Flashing, Fascia	4,633.00	3,971.00	--	8,604.00
Finish Carpentry	615.00	3,165.00	--	3,780.00
Interior Wall Finish	2,952.00	4,658.00	--	7,610.00
Painting	1,763.00	4,208.00	--	5,971.00
Wiring	1,791.00	3,454.00	--	5,245.00
Lighting Fixtures	1,342.00	431.00	--	1,773.00
Flooring	1,466.00	2,126.00	--	3,592.00
Carpeting	2,918.00	1,064.00	--	3,982.00
Bath Accessories	650.00	409.00	--	1,059.00
Shower & Tub Enclosure	415.00	356.00	--	771.00
Countertops	1,255.00	1,075.00	--	2,330.00
Cabinets	4,127.00	1,326.00	--	5,453.00
Built In Appliances	2,008.00	286.00	--	2,294.00
Plumbing Rough-in and Connection	1,884.00	4,676.00	275.00	6,835.00
Plumbing Fixtures	3,828.00	1,239.00	--	5,067.00
Heating and Cooling Systems	2,839.00	4,259.00	--	7,098.00

1 Aberdeen Road  
Weston MA 02493

TEL 781 894 2380  
FAX 781 899 7965

P.O. Box 250  
Danby VT 05739

TEL 802 293 5702  
FAX 802 262 7171

Total	134,547
GCO&H	26,909
	<u>161,456</u>
10% cont.	16,146
Total	<u>171,602</u>

\$127/sq.ft.

\*no septic or storm

*Will remain in "concrete"*

ACTON COMMUNITY HOUSING CORPORATION  
Acton, MA

Willow/Central Housing Outline Specification  
Terrence G. Heinlein AIA Architect

May 2, 2005

Site Work:

tree/root removal  
tree pruning  
planting removal  
brush/ground cover removal  
removal, stockpiling and protection of existing loam  
removal of existing utilities, fencing, paving, the former  
Gravlin office/garage building, including foundations and  
footings, exterior and interior construction. Note the  
clean-up of site soils is in a separate project contract, but  
that demolition of building systems is included in the  
scope of this contract.  
regrading, reloaming, sodding at abandoned/removed  
construction  
reinforced pip concrete walk paving  
porous bituminous paving  
precast concrete pavers 2' x 2' at private side/rear walkways  
new on-site storm drainage system  
new on-site perimeter drain leaching system  
new septic tanks and fields  
new plantings and planting beds  
site lighting (3 pole fixtures) and site electrical systems.  
new power and light electrical/gas/water/sanitary utility  
systems.

Concrete:

new pip reinforced concrete footings, foundations walls, and  
slabs on grade, basement slabs  
new pip reinforced concrete footings, pier foundations,  
stair base for porches and stairs.  
moistureproofing, vapor barriers and perimeter insulations at  
slab on grades and/or "cold " foundations.  
pre-cast concrete bulkhead

Metals:

steel columns, cap and base plates at first floor framing

Rough Wood:

platform floor framing to be 2x8 joists 2 12" or 16" w/ LVL  
girders to 2 x 6 walls; roof trusses with extended tail. 1/2 "  
plywood sheathing, air barrier; new 3/4" sheathing @ roofs. new  
5/8" or 3/4" subfloor (with 1/2" underlayment at thin set CT or  
sheet flooring). 3/4" subfloor & paper underlayment @  
hardwood flooring areas.  
double frame walls between Central units.

Finish Wood:

hardwood (white oak) stair; nosed treads ( strip hardwood),  
hardwood risers, hardwood rails. 1 x 6 baseboard and  
1 3/4" cap

2 1/2" hardwood white oak strip flooring at first floor,  
stair and upper halls.

mitered 3 3/4" interior wood door and window casings and  
2 1/2" apron.

hardwood veneer vanities @ second floor bathrooms;  
solid surface or equal counters @ baths.

## Finish Wood con'td:

1 1/4" poles, shelving and built-ins at entries, linen and bedroom closets.

exterior 5/4 balustrades; roof and entry hood crowns and brackets, window head hoods and moldings, entry columns, fascias etc. "Trek" or equal decking at entries and porch landings/stairs. 3/4 t & g boards @ eave and rake undersides. 3/4 x 6 eave fascia with 1 x 3 rake trim.

3/4 x 12 exterior fascias, 3/4 corner boards and window casings.

1/2" x 6" beveled cedar siding (smooth side out)

## Doors and Windows:

frame and entry door and windows @  
2/2 simulated divided light wood window by Norco or equal with 2" historic sill; low E insulating glass. 3/4 x 4" casings with band.

four panel doors and trim at front entry; one light over panel at side/rear entries. SimpsonF-6044 or equal

interior wall openings cased to match door and window casings.

wood combination storm doors at entries and porches, Easy Change Classic design "B".

New interior doors, Simpson 4 - panel, F-44 or equal.

Mortised exterior locksets, interior passage and privacy sets; hardware finish (?).



### Roofing and Thermal:

3 tab, 25 year, fiberglass asphaltic shingles at all sloped roofs, underlayment, copper flashings at plane changes

Rigid and blown in cellulose or icynene wall (R-20), floor, and attic/floor (R-40) insulation. Drip and rake metal edge. Air and vapor barriers. Alt.: use icynene @ roof framing without vented soffits and ridges, with fiberglass batts at exterior walls, and rigid insulation @ sill and basements.

Lead coated soldered copper hood flashings @ flat hoods round metal gutters, leaders, and downspouts; PVC storm boots. Alt. single membrane roofing.

### Finishes:

5/8" veneer plaster finish at all interior partitions and interior faces of exterior walls. Acoustical batts @ bedroom and bath enclosure walls, throughout.

1/2" cement board backer for tile tub surrounds. thin set ct at all bath floors with wood bb and cap at all.

carpet and pad to underlayment at bedrooms.

hardwood strip and paper underlayment floors throughout as above under finish wood.

Linoleum @ kitchen floors with wood bb and cap at all.

Water based paints and stains at all interior; heavy bodied stains @ exterior finished sidewall; low VOCs?

#### Specialties:

Tempered glass framed shower doors (?).

Chrome, brass, ceramic bath accessories (?).

Fixed tempered mirrors (?).

*Energy Star appliances including refrigerator, microwave, cooktop/range, dishwasher.*

Kitchen cabs to be maple stile and rail (with beaded panels @ market rate), or better; kitchen counters @ tbd, plastic laminate, or solid surface.

#### HVAC:

High efficiency gas fired air system for heat and cooling; a/c with DX outdoor condensers; 2 zone

Gas fired domestic hot water heaters.

Galvanized metal ductwork, ceiling and wall registers.

Kitchen range, toilet room (Panasonic), and clothes dryer exhaust systems.

High efficiency media filters or electronic air cleaners.

#### Plumbing:

Domestic hot water heater as above.

Complete potable copper h/c domestic water, drain, and vent systems for kitchen, laundry, utility, half baths, full baths.

“quiet pipe” waste lines units; steel tub units; porcelain fixtures.

Electric:

200 amp service; 200/100 amp power and light panels

Recessed, wall surface and pendant fixtures; dimming light control system.

Lightning/surge (?) protection.

Telephone and computer data wiring systems.

Site lighting.

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL LABOR	SUB CONTRACT	TOTAL
GENERAL CONDITIONS								
SUPERVISION	128.0	HRS		\$0.00	50.00	\$6,400.00		\$6,400.00
STOCK CLEAN	286.0	HRS		\$0.00	40.00	\$10,240.00		\$10,240.00
PERMIT BUILD - 2%				\$0.00		\$0.00		SEE BELOW
MISC EQUIP			0.05	\$0.00		\$0.00		SEE BELOW
SITE PROTECTION	ALLOW	EA	0.01	\$0.00	0.25	\$0.00		\$5,000.00
TEMP PRO FLOOR	4148.0	EA	0.15	\$622.20	0.25	\$1,037.00		\$1,659.20
TEMP TOILETS	8.0	EA	150.00	\$1,200.00	42.00	\$336.00		\$1,536.00
FINAL CLEANING	6222.0	sf	0.05	\$311.10	0.75	\$4,666.50	8950	\$5,327.60
SURVEYING	6.0	EA	500.00	\$3,000.00		\$0.00		\$3,000.00
SITEWORK								
DEMOLITION - concrete block structure	2100.0	sf						\$25,000.00
REMOVE ASPHALT	8.0	HR	125.00	\$1,000.00	45.00	\$360.00		\$1,360.00
DISPOSE ASPHALT	4.0	HR	50.00	\$200.00	75.00	\$300.00		\$500.00
EARTHWORK								
CUT TREES	0	EA		\$0.00		\$0.00	\$500	\$500.00
DISPOSE WOOD - CHIP ON SITE	ALLOW	REPAIR	500.00	\$0.00		\$0.00	\$1,000	\$1,000.00
REMOVE STUMPS	0	EA	125.00	\$1,875.00	45.00	\$675.00		\$2,550.00
DISPOSE STUMPS	0	EA	250.00	\$3,750.00		\$0.00		\$3,750.00
GRUB SITE	0	HR	125.00	\$2,000.00	45.00	\$720.00		\$2,720.00
STRIP LOAM STOCK	18.0	HR	125.00	\$2,000.00	45.00	\$720.00		\$2,720.00
ROUGH GRADE	18.0	HR	125.00	\$2,000.00	45.00	\$720.00		\$2,720.00
EXCAVATE	128.0	HR	125.00	\$16,000.00	45.00	\$5,760.00		\$21,760.00
CURB CUTS	3.0	EA		\$0.00		\$0.00	\$5,000	\$5,000.00
BACK-FILL	84.0	HR	125.00	\$8,000.00	45.00	\$2,880.00		\$10,880.00
ROUGH GRADE	8.0	HR	125.00	\$1,000.00	45.00	\$360.00		\$1,360.00
SPREAD LOAM	ALLOW	HR	100.00	\$0.00		\$0.00		\$0.00
LOAM	ALLOW	YD	15.00	\$0.00		\$0.00		\$0.00
BARK MULCH	ALLOW	YD	25.00	\$0.00		\$0.00		\$0.00
FINE GRADE	ALLOW	HR	75.00	\$0.00		\$0.00		\$25,000.00
SITE UTILITIES	330.0	LF	160.00	\$46,800.00	82.00	\$10,560.00		\$50,000.00
DRIVEWAY BASE	2000.0	SF	4.00	\$8,000.00		\$0.00	\$8	\$8,008.00
WALK PATIO BASE	300.0	SF	4.00	\$1,200.00		\$0.00	\$6	\$1,206.00
ASPHALT DRIVEWAY	2000.0	SF	2.00	\$4,000.00		\$0.00	\$10	\$4,010.00
CONCRETE								
FOOTINGS	318.0	LF	2.00	\$636.00	5.00	\$1,580.00		\$2,226.00
FOUNDATION 8 FT	318.0	LF	2.00	\$636.00	24.00	\$7,632.00		\$8,268.00
COLUMN FOOTING	0.0	EA	10.00	\$0.00	75.00	\$675.00		\$675.00
PIER 12 INCH	10.0	EA	15.00	\$150.00	75.00	\$750.00		\$900.00
REBAR	2000.0	lb	1.00	\$2,000.00	0.50	\$1,000.00		\$3,000.00
SLAB	2074.0	SF	0.05	\$103.70	1.00	\$2,074.00		\$2,177.70
SIDEWALK	300.0	SF	0.05	\$15.00	1.00	\$300.00		\$315.00
W W F	5.0	EA	75.00	\$375.00	160.00	\$800.00		\$1,175.00
KEY WAY	318.0	LF	3.00	\$954.00	1.00	\$318.00		\$1,272.00
CONCRETE 3000 LB	135.0	CYD	80.00	\$10,800.00	0.00	\$0.00		\$10,800.00
CONCRETE 4000 LB	6.0	CYD	90.00	\$540.00	90.00	\$540.00		\$1,080.00

+ landscaping  
- ?  
- ↓

+ perimeter grading  
20k/unit

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL LABOR	SUB CONTRACT	TOTAL
DAMP PROOF PUMPER	53.0	SF	0.10	\$5.30	0.16	\$7.95		\$13.25
	1.0	DAY	1200.00	\$1,200.00	338.00	\$338.00		\$1,538.00
MISC METALS								
LALLY COLUMNS	9.0	EA	30.00	\$270.00	45.00	\$405.00		\$675.00
LALLY PLATES	9.0	PR	50.00	\$450.00		\$0.00		\$450.00
BULKHEADS	3.0	EA	250.00	\$750.00	200.00	\$600.00		\$1,350.00
ANCHOR BOLTS	60.0	EA	1.00	\$60.00	1.00	\$60.00		\$120.00
HURRICANE ANCHORS	300.0	EA	1.00	\$300.00	1.00	\$300.00		\$600.00
CARPENTRY								
ROUGH - LABOR	4748.0	SF	15.00	\$62,220.00	20.00	\$82,980.00		\$145,180.00
ROOF								
TRUSSES	220.0	LF	0.75	\$172.50	0.00	\$0.00		\$172.50
RAFTER 2X10 KD	384.0	LF	1.25	\$480.00	0.00	\$0.00		\$480.00
RIDGE 2X12 KD	48.0	LF	1.82	\$892.16	0.00	\$0.00		\$892.16
VALLEY KD 2X12	84.0	LF	1.50	\$98.00	0.00	\$0.00		\$98.00
COLLAR TIES	96.0	LF	0.75	\$72.00	0.00	\$0.00		\$72.00
PLY ROOF 1/2 FIR	10000.0	SF	0.75	\$7,500.00	0.00	\$0.00		\$7,500.00
STAIR STRINGER 2X12 KD	528.0	LF	2.00	\$1,056.00	0.00	\$0.00		\$1,056.00
GUN NAILS	80.0	CASE	50.00	\$4,000.00		\$0.00		\$4,000.00
DECK PORCH								
	220.0	SF	15.00	\$3,300.00	15.00	\$3,300.00		\$6,600.00
EXTERIOR TRIM								
FASCIA, 2 PC	318.0	LF	4.00	\$1,272.00	2.75	\$874.50		\$2,146.50
SOFFIT, 2 PC 1X12	318.0	LF	5.00	\$1,590.00	2.75	\$874.50		\$2,464.50
FREIZE, 1 PC 1X4	318.0	LF	1.00	\$318.00	2.00	\$636.00		\$954.00
GABLE TRIM, 2 PC 1X8 / 1X2	140.0	LF	3.00	\$420.00	2.00	\$280.00		\$700.00
CORNER BRDS, 2 PC 1X5 / 1X4	240.0	LF	2.50	\$600.00	3.00	\$720.00		\$1,320.00
WINDOW TRIM, 1 PC 1X4	56.0	EA	20.00	\$1,120.00	50.00	\$2,800.00		\$3,920.00
DOOR TRIM, 1 PC, 1 SIDE 1X4	7.0	EA	22.00	\$154.00	50.00	\$350.00		\$504.00
GABLE SOFFIT 1X12	140.0	LF	3.00	\$420.00	2.00	\$280.00		\$700.00
WATER TABLE, 2 PC	318.0	LF	4.00	\$1,272.00	2.75	\$874.50		\$2,146.50
INTERIOR FINISH								
WINDOW CASING	56.0	EA	32.00	\$1,792.00	50.00	\$2,800.00		\$4,592.00
DOOR CASING, 2 SIDES	48.0	EA	\$4.00	\$2,562.00	50.00	\$2,400.00		\$4,962.00
WOOD BASE, 1 PC 1X4	1500.0	LF	1.00	\$1,500.00	1.50	\$2,250.00		\$3,750.00
STAIRS, SKIRTS 1X12	120.0	LF	5.00	\$600.00	5.00	\$600.00		\$1,200.00
TREADS OAK 34 - 42"	42.0	EA	35.00	\$1,470.00	50.00	\$2,100.00		\$3,570.00
RISERS POPLAR - 42"	45.0	EA	12.50	\$562.50	26.00	\$1,125.00		\$1,687.50
NOSING OAK	12.0	LF	5.00	\$60.00	2.00	\$24.00		\$84.00
NEWEL POST	2.0	EA	250.00	\$600.00	100.00	\$200.00		\$700.00
BALUSTERS	36.0	EA	6.00	\$180.00	10.00	\$360.00		\$540.00

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL LABOR	SUB CONTRACT	TOTAL
RAILINGS AVG.	32.0	LF	7.50	\$240.00	2.00	\$84.00		\$304.00
RAILING BRACKETS AVG.	12.0	EA	2.50	\$30.00	10.00	\$120.00		\$150.00
KITCHEN CABINETS AVG.	72.0	LF	250.00	\$18,000.00	100.00	\$7,200.00		\$25,200.00
KIT. COUNTERS FORM. P. FORM	72.0	LF	10.00	\$720.00	25.00	\$1,800.00		\$2,520.00
VANITIES	18.0	LF	125.00	\$2,250.00	60.00	\$900.00		\$3,150.00
VANITY TOP CORIAN	18.0	LF	140.00	\$2,520.00	0.00	\$0.00		\$2,520.00
CLOSET SHELVES	150.0	LF	5.00	\$750.00	5.00	\$75.00		\$1,500.00
ADD OUTSIDE STAIR SKIRT	12.0	EA	0.00	\$0.00	20.00	\$240.00		\$240.00
ADD OUTSIDE YREAD RETURN	12.0	EA	2.50	\$30.00	10.00	\$120.00		\$150.00
MOISTURE THERM								
FIBERGLASS								
R 11 SOUND BATT	400.0	SF	0.75	\$300.00	0.00	\$0.00		\$300.00
R 19 FLOORS	2074.0	SF	1.00	\$2,074.00	0.00	\$0.00		\$2,074.00
BLOWN IN CEL. WALLS & ROOF	10500.0	SF	1.25	\$13,125.00	0.00	\$0.00		\$13,125.00
VAPOR BARRIER	12000.0	SF	0.06	\$720.00	0.00	\$0.00		\$720.00
FOAM GAP SEAL	70.0	EA	2.00	\$140.00	2.50	\$175.00		\$315.00
15 LB. FELT	55.0	SQ	2.50	\$137.50	0.00	\$0.00		\$137.50
25 YR ROOF SHINGLE	55.0	SQ	60.00	\$2,750.00	200.00	\$11,000.00		\$13,750.00
ICE WATER SHIELD	12.0	SQ	40.00	\$480.00	50.00	\$800.00		\$1,080.00
CHEEK FLASHING	50.0	LF	1.00	\$50.00	1.00	\$50.00		\$100.00
TYVEK	7632.0	SF	0.11	\$839.52	0.00	\$0.00		\$839.52
HANDI PLANK	78.0	SF	120.00	\$9,120.00	400.00	\$30,400.00		\$39,520.00
ALUMINUM GUTTER	200.0	LF	3.00	\$600.00	3.00	\$800.00		\$1,200.00
ALUMINUM DOWNSPOUT	300.0	LF	1.50	\$450.00	1.00	\$300.00		\$750.00
RIDGE VENT	94.0	LF	4.00	\$376.00	1.00	\$94.00		\$470.00
SOFFIT VENT	200.0	LF	0.50	\$100.00	0.50	\$100.00		\$200.00
DOORS WINDOWS								
WINDOW VINYL	56.0	EA	225.00	\$12,600.00	40.00	\$2,240.00		\$14,840.00
BASEMENT WINDOW	22.0	EA	150.00	\$3,300.00	40.00	\$880.00		\$4,180.00
STEEL INSULATED DOOR	8.0	EA	250.00	\$1,600.00	40.00	\$2,400.00		\$1,740.00
INT. SC 6 PANEL MAB	48.0	EA	160.00	\$7,200.00	50.00	\$2,400.00		\$9,600.00
LOCK SETS	8.0	EA	175.00	\$1,080.00	20.00	\$120.00		\$1,170.00
PRIVATE SETS	15.0	EA	50.00	\$750.00	20.00	\$300.00		\$1,050.00
PASS SETS	33.0	EA	50.00	\$1,650.00	20.00	\$880.00		\$2,310.00
ALUMINUM STORM DOOR	6.0	EA	250.00	\$1,500.00	100.00	\$800.00		\$2,100.00
FINISHES								
DRY WALL	30000.0	SF	0.50	\$15,000.00	0.50	\$15,000.00		\$30,000.00
DUROROCK	240.0	SF	0.80	\$192.00	1.00	\$240.00		\$432.00
C. T. WALLS AVG.	240.0	SF	3.00	\$720.00	5.00	\$1,440.00		\$2,160.00
C. T. FLOORS AVG.	250.0	SF	4.00	\$1,000.00	5.00	\$1,500.00		\$2,500.00
WOOD FLOOR OAK	1800.0	SF	4.00	\$7,200.00	5.00	\$9,000.00		\$16,200.00
CARPET PAD AVG.	230.0	S.YD	24.00	\$5,520.00	5.00	\$1,150.00		\$6,670.00
PAINTING EXTERIOR								
TRIM	200.0	LF	0.12	\$24.00	0.60	\$100.00		\$124.00
SIDING	7600.0	SF	0.25	\$1,900.00	0.75	\$5,700.00		\$7,600.00
DOORS	4.0	EA	5.00	\$20.00	5.00	\$25.00		\$45.00

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL LABOR	SUB CONTRACT	TOTAL
PAINTING INTERIOR								
TRIM	2000.0	LF	0.12	\$240.00	0.50	\$1,000.00		\$1,240.00
DOORS	48.0	EA	5.00	\$240.00	60.00	\$2,400.00		\$2,640.00
WALLS	30000.0	SF	0.25	\$7,500.00	0.75	\$22,500.00		\$30,000.00
SPECIALTIES								
MEDICINE CABINET	8.0	EA	100.00	\$800.00	40.00	\$240.00		\$840.00
APPLIANCES	3.0	LUMP	4000.00	\$12,000.00	0.00	\$0.00		\$12,000.00
BATH ACCESSORIES	8.0	LUMP	100.00	\$800.00	40.00	\$240.00		\$840.00
MAIL BOXES	3.0	EA	25.00	\$75.00	10.00	\$30.00		\$105.00
FIRE PROTECTION								
SMOKE DETECTORS	24.0	EA	25.00	\$600.00	200.00	\$4,800.00		\$5,400.00
HVAC								
COMB. HEAT/ AC	3.0	EA		\$0.00	0.00	\$0.00	8500	\$25,500.00
BATH FAN DUCTING	6.0	EA	125.00	\$750.00	150.00	\$900.00		\$1,650.00
KIT. EXHAUST DUCTING	3.0	LF	50.00	\$150.00	75.00	\$225.00		\$375.00
DRYER EXHAUST DUCT	3.0	LF	50.00	\$150.00	75.00	\$225.00		\$375.00
PLUMBING								
FIXTURES AVG.	18.0	EA	400.00	\$7,200.00	800.00	\$14,400.00		\$21,600.00
GAS PIPE	8.0	EA	100.00	\$800.00	150.00	\$900.00		\$1,500.00
ELECTRICAL								
POWER	8222.0	SF	12.00	\$74,864.00				\$74,864.00
TEMP. POWER	1.0	EA	50.00	\$50.00	50.00	\$50.00	2500	\$2,800.00
TEMP. SERVICE	1.0	LUMP	500.00	\$500.00	750.00	\$750.00	2500	\$3,750.00
UNDERGROUND SERVICE	200.0	LF	0.00	\$0.00	0.00	\$0.00	50	\$10,000.00
SERVICE 100 AMP		EA	350.00	\$0.00	500.00	\$0.00		\$0.00
SERVICE 200 AMP		EA	450.00	\$0.00	800.00	\$0.00		\$0.00
SUB PANEL		EA	150.00	\$0.00	300.00	\$0.00		\$0.00
OUTLETS		EA	15.00	\$0.00	25.00	\$0.00		\$0.00
SWITCHES		EA	15.00	\$0.00	25.00	\$0.00		\$0.00
FIXTURES AVG.		EA	50.00	\$0.00	50.00	\$0.00		\$0.00
GFI OUTLETS INT.		EA	25.00	\$0.00	35.00	\$0.00		\$0.00
GFI OUTLETS WEATHER T.		EA	60.00	\$0.00	50.00	\$0.00		\$0.00
POWER WIRE EQUIP.		EA	75.00	\$0.00	75.00	\$0.00		\$0.00
POWER WIRE APPL.		EA	15.00	\$0.00	50.00	\$0.00		\$0.00
TELEPHONE		EA	7.50	\$0.00	25.00	\$0.00		\$0.00
CABLE TV		EA	7.50	\$0.00	25.00	\$0.00		\$0.00
COMPUTER CABLE		EA	25.00	\$0.00	25.00	\$0.00		\$0.00
ADD FISH WIRES		EA	2.00	\$0.00	10.00	\$0.00		\$0.00
SUB TOTAL				\$443,281.48		\$313,973.95		\$859,510.43
PERMIT								\$12,894.16
SUB TOTAL				\$443,281.48		\$313,973.95		\$872,504.59

DESCRIPTION	QTY	UNIT	PRICE	TOTAL MATERIAL	UNIT PRICE	TOTAL LABOR	SUB CONTRACT	TOTAL
MICS				\$0.00				\$17,450.00
SUB TOTAL				\$443,281.48		\$313,973.85		\$869,954.88
OVER HEAD 10%								\$88,985.47
SUB TOTAL								\$978,950.15
PROFIT 5%								\$48,947.51
TOTAL				\$443,281.48		\$313,973.85		\$1,027,897.65
BOND								
TOTAL				\$443,281.48		\$313,973.85		\$1,027,897.65

? Architect

- Legal
- Accounting
- Insurance
- interest
- conditions by Bonds
- syfeet

Units Sq Ft Area

2 1200 } duplex

3 1400 }

3 1350 Bungalow



Terrence G. Heinlein AIA Architect

tgheinlein.com

heinleintg@aol.com

May 15, 2005

ACHC  
c/o Planning Department  
Town of Acton  
472 Main Street  
Acton, MA 01720

attn: Ms. Kim L. DelNigro  
Planning Board Secretary

re: Architectural Services Invoice  
Item #s 002 Phase Two and 003 Phase 3  
Purchase Order # 20052875-00

For professional architectural consulting services re:  
**Willow/Central Preliminary Architectural Design**  
as per March 29, 2005 agreement with ACHC

Phase Two & Three completed. May 15, 2005

**total due** \$2862 .00



Terrence G. Heinlein AIA

1 Aberdeen Road  
Weston MA 02493

TEL 781 894 2380  
FAX 781 899 7965

P.O. Box 250  
Danby VT 05739

TEL 802 293 5702  
FAX 802 262 7171

**Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-4776

Fax (978) 266-1408

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March 29, 2005

Terry Heinlein, AIA Architect  
1 Aberdeen Road  
Weston, MA 02493

Dear Terry,

We are pleased to accept your proposal for Preliminary Design and Cost Analysis of three units of affordable housing for the town-owned land at 28 Willow and 214 Central St.

This is to confirm that, based on our meeting of March 29, 2005, we have accepted the proposal as revised to clarify and organize the sequence of the work tasks. In addition we discussed the Purchase Order terms and conditions and made it clear that the project may not exceed the grant of \$5000.

Ryan and I are very confident that you are a good fit for the project and we look forward to seeing the first conceptual designs and initial lay-out of the site at our next meeting on April 5.

Thank you for your interest in our town.

Sincerely,



Nancy E. Tavernier, Chair  
Acton Community Housing Corporation

Purchase Order information for Willow/Central preliminary architectural design  
3/29/05

Vendor:  
Terrence G. Heinlein  
AIA Architect  
1 Aberdeen Road  
Weston, MA 02493

Ship to:  
ACHC  
c/o Planning Department  
Town of Acton  
472 Main St.  
Acton, MA 01720

Sales tax exempt number: 04-6001062

Item #	Description	Unit/qty	Cost each	Extended Price
	28 Willow & 214 Central Streets Preliminary Architectural Design The Scope of Services includes the preliminary architectural design and construction cost estimates for 3 units of affordable housing. (other wording needed?) Refer to attached ACHC Scope of Services and proposal dated March 14, 2005.			
001	<u>PHASE ONE</u>  Documentation Review and analysis, Site visit, meetings with ACHC and town departments Review neighborhood preferences and affordable housing budgets Prepare Preliminary site and building design with alternative layouts for ACHC review and discussion Provide two sets of 24" x 36" drawings Review initial designs with HVAC engineer, structural frame supplier, civil engineer Review initial designs with general contractors to determine per square foot cost of initial conceptual scheme. Review cost estimate with ACHC ✓ Proposal Tasks 1-7	1.0	1926.00	1926.00

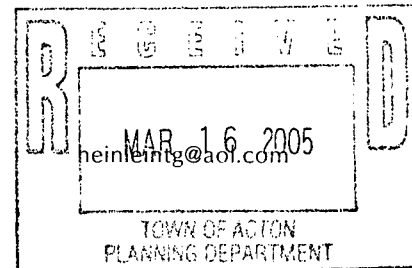
002	<u>PHASE TWO</u>	1.0	2052.00	2052.00
	<p>Select preferred scheme for development of site and building design for ACHC review and discussion.</p> <p>Develop site plan showing landscape areas, four elevations per building, one schematic section showing framing per building, basement, first, second, attic or third floor/roof plans per building.</p> <p>Develop outline specification.</p> <p>Submit schematic drawings and outline specification to general contractors for preliminary cost estimate</p> <p>Print 3 sets of 24" x 36" drawings including specifications</p> <p>Proposal Tasks 8-9</p>			
003	<u>PHASE THREE</u>	1.0	810.00	810.00
	<p>Post phase 2/pre phase 3 meeting with ACHC</p> <p>Review selected/developed schematic with ACHC, Town Planner, fire and building departments</p> <p>Revise drawings and develop hard and electronic copies to ACHC</p> <p>Print 5 sets of 24" x 36" drawings</p> <p>Including specification and cost estimate</p> <p>Proposal Tasks 10-12</p>			
	Purchase Order total			4788.00
	Not to exceed fee \$5000.00			



HANNAH BEARD MACE  
c. 1861

Terrence G. Heinlein AIA Architect

tgheinlein.com



March 14, 2005

Mr. Roland Bartl  
Town Planner  
Town Hall  
472 Main Street  
Acton, MA 01720

Re: RFP, Phase 2 Architectural Services  
214 Central Street/28 Willow Street

Dear Mr. Bartl:

I am pleased to forward the attached submittal in response to your request for proposals for architectural services for the referenced housing development. I am especially interested because of the fit between my experience and your criteria for selection. As a member of the American Institute of Architects with over twenty years of experience in affordable and publically funded housing, I would look forward to the opportunity to work with you and the Acton community in the preliminary architectural design of this project.

My work is balanced between additions/renovations/new construction to historic homes and affordable multi-family housing in New England villages or towns. This work relies on the ability to appropriately understand an existing historic or traditional context and to design new additions or construction to that in a way where the new fits seamlessly to the existing without calling undue attention to itself.

My experience has included teaching residential wood framing technologies in professional schools of architecture for over fifteen years. Working with contractors and owners, I understand the importance of meeting both budgets and programs, and designing housing that can be built economically for affordable purchase. At the same time, the massing and detailing of the exterior in a way that is compatible with historic contexts is no less important.

Having recently experienced the LEED seminars, and as a member of the US Green Building, I am interested in housing that is environmentally sound, both in terms of materials and mechanical systems. The schematic design is the initial and a significant part of meeting LEED criteria, if the Acton Community Housing Corporation is interested in following their guidelines.

I have included a few architectural elevations of my projects, all of which were located in historic contexts, or have been located in potentially or presently recognized historic districts. The last project which is more extensively presented here is recent work of the Citizens for Affordable Housing Corporation of Newton, where, in existing restored and in new houses, three bedroom units are provided.

I look forward to the opportunity to personally present my work to you, toward working with you on the design of the Central and Willow Streets units for West Acton. If you need any additional information in your review, please call me.

Sincerely,

  
Terrence G. Heinlein AIA

1 Aberdeen Road  
Weston MA 02493

TEL 781 894 2380  
FAX 781 899 7965

P.O. Box 250  
Danby VT 05739

TEL 802 293 5702  
FAX 802 262 7171

DESCRIPTION OF PROPOSED WORK for

PRELIMINARY DESIGN FOR THREE AFFORDABLE HOUSING UNITS

1. Meet with members of Acton Community Housing Corporation to review work to date, including neighborhood preferences, and affordable housing budgets.
2. Walk neighborhood with ACHC interested members, and Mr. Bartl to discuss context and above.
3. Analyze phase 1 existing context, topo and utilities.
4. Meet with building department, fire department.
5. Begin site and building design simultaneously, to scale, with furniture, vehicles, fixtures, and landscaping, with alternative layouts for ACHC/Town Planner/Architect review and discussion.
6. Review initial design scheme with HVAC engineer re: heating/air systems, structural frame supplier re: structural framing, and civil engineer regarding site septic and storm systems to coordinate systems with architectural design.
7. Review initial design scheme with general contractors to determine per square foot cost of initial conceptual scheme. Review initial cost estimate with ACHC to determine total development costs and budget alignment. ✓
8. Select preferred scheme for development of site and building design for ACHC/Town Planner/Architect review and discussion. Develop site plan(s) showing hard and soft landscape areas, four elevations per building, one schematic section showing framing per building, basement/first/second/attic or third floor/roof plans per building. Develop outline specification.
9. Submit schematic drawings and outline specification to general contractors for preliminary cost estimate. ✓✓
10. Review selected/developed schematic with ACHC/Town Planner, building and fire departments.
11. Provide hard and electronic copies to ACHC.
12. Post phase 2/pre phase 3 meeting.

RESPONSE TO SCOPE OF SERVICES WITH COST PER TASK

The cost per task listed below is based on the page 2 DESCRIPTION OF PROPOSED WORK

1. Initial meeting with members of Acton Community Housing Corporation	2 hours architect @ \$90.	\$180.
2. Walk neighborhood with ACHC and Mr. Bartl.	1 hours architect @ \$90.	\$90.
3. Analyze phase 1 existing context, topo and utilities.	2 hours architect @ \$90.	\$180.
	1 hr. each systems consultants @ \$120.	\$360.
4. Meet with building department, fire department.	2 hours architect @ \$90.	\$180.
5. Conceptual site and building design.	5 hours architect @ \$90.	\$450.
ACHT Review Meeting.	1 hours architect @ \$90.	\$90.
Printing two sets of 24" x 36" drawings.	12 sq.ft. @ \$3.	\$36.
6. Systems supplier and engineer reviews.	2 hours architect @ \$90.	\$180.
7. GC Reviews.	1 hours architect @ \$90.	\$90.
ACHT Review Meeting.	1 hours architect @ \$90.	\$90.
8. Develop drawings and outline specification.	16 hours architect @ \$90.	\$1440.
ACHT Review Meeting.	2 hours architect @ \$90.	\$180.
Printing three sets of 24" x 36" drawings, including specification.	24 sq.ft. @ \$3.	\$72.
9. GC meeting to develop preliminary cost outline.	4 hours architect @ \$90.	\$360.
10. ACHT ACHC/Town Planner, building and fire departmentsÆ Review Meetings.	4 hours architect @ 90.	\$360.
11. Revise drawings and develop hard and electronic copies to ACHC.	2 hours architect @ \$90.	\$180.
Printing five sets of 24" x 36" drawings, Including specification and cost estimate.	30 sq.ft. @ \$3.	\$90.
12. Post phase 2/pre phase 3 meeting.	2 hours architect @ 90.	\$180.

**Estimated total schematic fee.....\$4788.**

**Not to exceed fee.....\$5000.**

*Note travel time and associated costs are included in architect hourly.*



PROPOSED PROJECT SCHEDULE

Upon execution of the agreement for services, the project schedule will be as follows:  
(refer to page 2 for project tasks)

Week 1	Proposed Work tasks no. 1 to 4 completed.
Week 2	Proposed Work task no. 5 completed.
Week 3	Proposed Work tasks no. 6 & 7 completed.
Weeks 4 & 5	Proposed Work tasks no. 8 & 9 completed.
Week 6	Proposed Work tasks no. 10 & 11 completed.

*Proposed Work task no. 12 at the direction of ACHC*

PROPOSED PROJECT TEAM

ARCHITECT:	Terry Heinlein, project architect; Terrence G. Heinlein AIA Architect, 1 Aberdeen Road, Weston MA 02493*
HVAC ENGINEER:	Bruce MacRitchie, Heating, Ventilating and Plumbing Engineer; MacRitchie Engineering, 197 Quincy Avenue, Quincy, MA
FRAMING CONSULTANT:	Trus Joist International, 200 E. Mallard Drive, Boise, Idaho.
CIVIL ENGINEER:	Phase 1 Consultant
COST ESTIMATOR/GC:	Dan Baker, Construction By Design, 1985 Mendon Road, Cumberland, R.I. ✓

With the exception of the Phase 1 civil engineer, the proposed design team has worked on affordable, wood frame, multi-family housing developments for over twenty years. Trus Joist International has reviewed preliminary floor and roof framing schemes on all recent projects, providing initial framing reviews to confirm both structural adequacy and cost options for engineered lumber and/or solid framing. Terry Heinlein, Bruce MacRitchie, and Dan Baker share common responsibility in providing well designed, affordable, and buildable-within-budgets housing. The CAN\_DO project that is included in the following work exemplifies their experience. All are familiar with current codes, standards, and design and construction processes. The Team is directed by Terry Heinlein to assure coordination and overall design excellence in architectural, engineering and construction detailing systems. Mr. Heinlein has extensive experience in the design of both affordable family housing and historic structures (refer to attached resume).

PREVIOUS RELEVANT EXPERIENCE

See following resume for experience in Professional,  
Terrence G. Heinlein AIA, and Sunset Street Associates,  
Affordable and publically assisted housing in Weston,  
Newton Centre, Waban, Newton Highlands,  
Chestnut Hill, Back Bay, Dover, Concord, Charlton, Norton,  
Beverly, Milton, Norwood, Duxbury, and Plymouth.

REFERENCES

Ms. Josephine McNeil, Executive Director of Citizens for Affordable Housing  
in Newton Development Corporation, 1075 Washington Street, Newton, MA  
02465 617- 964-3527

Mr. St. John Smith, Architect, Boston Housing Authority, 52 Chauncy Street, Boston MA  
02111 617-988-4195

Ms. Laura Kritzer, Historic Commission, City of Newton, Newton City Hall,  
Newton, MA 617-796-1129

PROJECT BUDGET

See Page 3 RESPONSE TO SCOPE OF SERVICES WITH COST PER TASK for budget detail.

**TERRENCE G. HEINLEIN AIA ARCHITECT**

**1 Aberdeen Road  
Weston, MA  
02493**

**Education**

---

Graduate School of Education, **Boston College**, A.B.D., 1994-  
American Architectural Foundation  
Grant for Advanced Research in Education, 1998  
Graduate School Fine Arts, **University of Pennsylvania**, M. Arch.,  
Dales Traveling Fellowship,  
University Scholarship,  
Teaching Fellowship,  
College of Arts & Sciences, **University of Pennsylvania**,  
B. Arts in Arch.,  
Baldwin Scholarships,

**Professional**

---

**Terrence G. Heinlein, A.I.A.**, Architect, Weston, MA, 1995-  
*Principal*  
Housing in Weston, Newton Centre, Waban, Newton Highlands,  
Chestnut Hill, Backbay, Dover, & Concord  
Educational facilities in Lexington, Watertown, & Brookline  
Public administrative facilities in Melrose, Wakefield, & Spencer  
**Sunset Street Associates**, Architects, Inc., Cambridge, 1978-1994  
*Principal*  
Hospices, Cambridge & Needham,  
Spaulding Rehabilitation Hospital  
New England Home schools and residences  
Milton Academy administration and residences  
Boston, Charlton, Norton, Beverly, Milton, Norwood,  
Duxbury, Plymouth, family and elderly housing  
MA Dpt. of Planning & Operations Design Award  
City of Boston Public Facilities  
**Webb, Zarafa, Menkes, Housdan**, Architects, Boston, Toronto, 1976-78  
*Associate*  
Educational facilities, Massachusetts  
**Padjen Architects**, Topsfield, MA, 1973-1976  
*Project Architect*  
Historical Restorations, Salem & Newburyport  
Banks, metropolitan Boston  
Libraries, north shore, MA  
**Day & Zimmerman Architects & Engineers**, Philadelphia, 1971-1973  
*Designer*  
Housing, Atlantic City  
Educational facilities, MA

\*projects constructed

## Teaching

---

Graduate School of Design, **Harvard University**, 1995-99  
Adviser, Career Discovery Summer Programs  
Moderator, Design Professionals Panels/Lectures  
Dept. of Architecture, **Wentworth Institute of Technology**, 1989-  
Semester Abroad Faculty, Montpellier France  
Professor of Architectural Theory, History and Design.  
Department Head, 1990-1993.  
Dept. of Art and Architecture, **Northeastern University**, 1987-89  
Visiting Professor  
Program Coordinator  
Departmental Planning Committee  
Dept. of Architecture, **California Polytechnic State University**, 1983-85  
Associate Professor  
Curricula Committee  
Coordinator of Professional Practice Sequence  
Guest Lecture Coordinator  
Graduate School of Education, **Wheelock College**, 1978-80  
Instructor  
Architecture Program, **Boston Architectural Center**, 1975-77  
Instructor  
College, **University of Pennsylvania**, 1970-71  
Teaching Fellow

## Architectural Registration/Certification

---

California, 1984-1988 (inactive)  
Massachusetts, 1976-  
Maine, 1977-1986 (inactive)  
New Hampshire, 1979-1986 (inactive)  
Rhode Island, 1975-  
Vermont, 1987-  
  
National Council Architectural Registration Boards Certification, 1975-

## Memberships

---

American Institute of Architects, 1975-1998, 1999-  
Member of National Committee, Architects in Education, 1990-93  
Walter Wagner Forum Speaker, AIA Convention, 1988  
Association of Collegiate Schools of Architecture  
Co-chair, Young and Emerging Architecture School, 1991-94  
Boston Society of Architects, 1975-1998, 1999  
Build Boston Moderator, Architects & Education, 1991, 1994  
Shelter, Inc., Cambridge  
Design & Construction Committee, 1990-1994  
Jewish Family & Children Services  
Development Committee, 1994-1998  
Town of Weston  
Schools Building Committee, 1999-  
Society of College and University Planning  
1995-

# Marblehead Houses

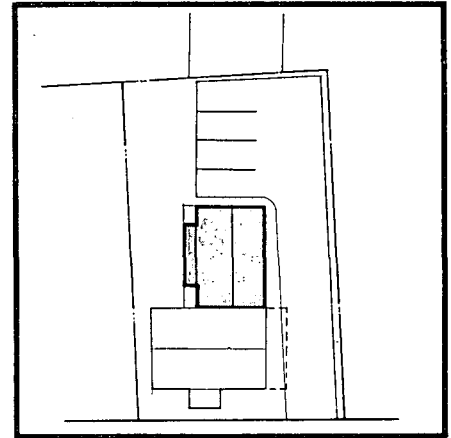
Marblehead, Massachusetts

The client for these studies wanted to make an addition to his site that would be in keeping with the character of the neighborhood and would allow him to build two income-producing units. The design had to take into account the town's complex zoning ordinance while supplying each unit with a reasonable degree of privacy and four parking spaces on a small site. Two schemes were developed. One formed an addition to the original building and the other provided a detached two-family house. Both schemes were designed

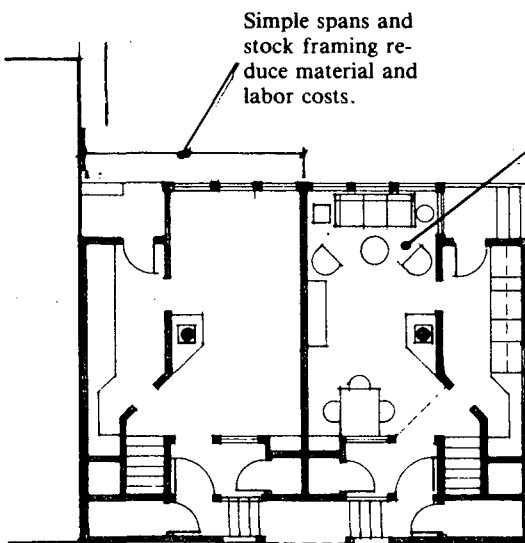
to complement and/or "fit in" with the existing buildings, with little change in character to an historical area.

## Scheme A

The two units were placed adjacent to the existing building with parking developed along one side of the lot and a landscaped yard along the other. The units were treated as a wing with paired entrances (as in Scheme B), but with a reduced volume to assure the dominant role of the original building.



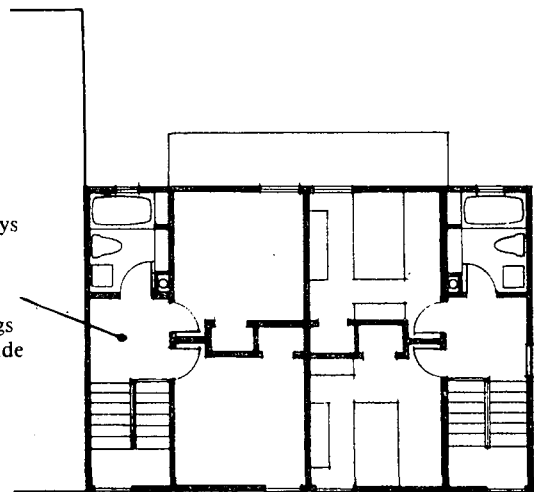
Site Plan



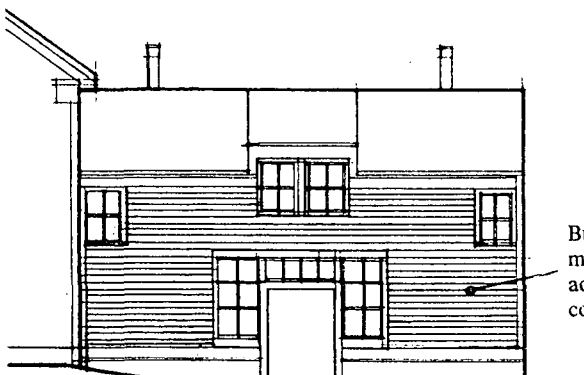
First Floor

Single living space makes use of openings and adjacent spaces to increase feeling of airiness. Minimal interior partitions save costs.

Room-like hallways with windows develop feeling of openness, accommodate furnishings so corridors provide usable square footage.



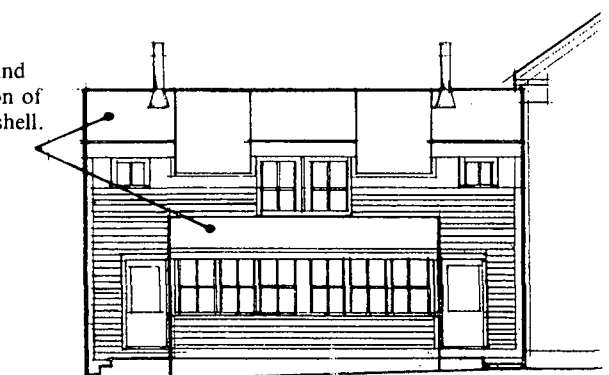
Second Floor



Front Elevation

Dormer construction and alcoves allow expansion of space within minimal shell. Adds visual variety to exterior envelope.

Building mass minimized to read as addition to existing colonial house.

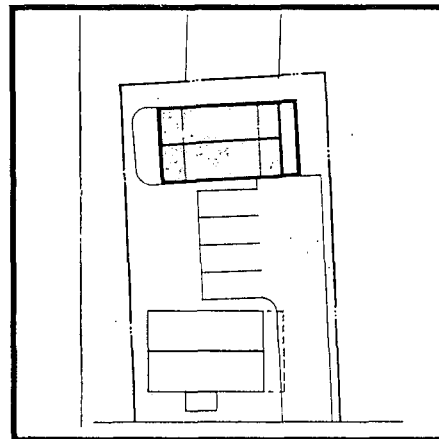


Rear Elevation

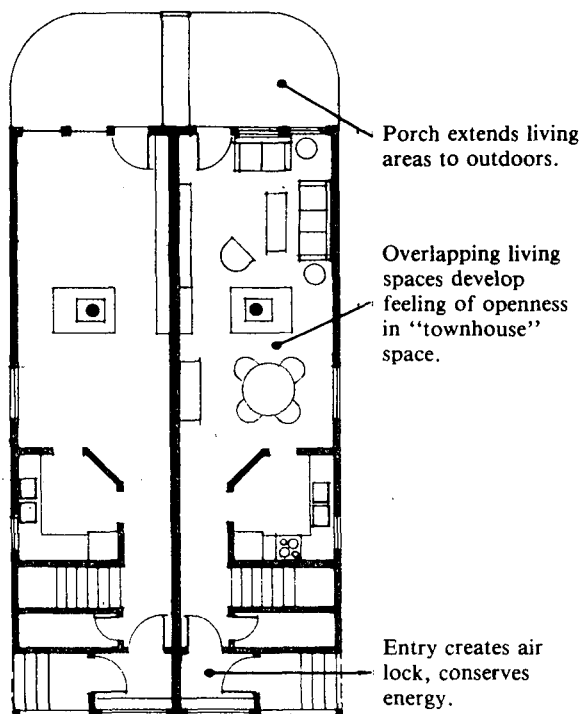
### Scheme B

The two units were placed on the corner of the site farthest from the existing structure with parking and a landscaped area between the two buildings. The units were treated

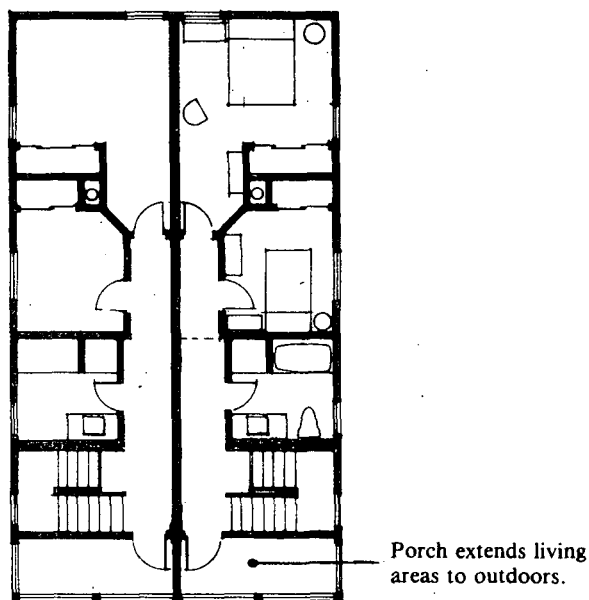
as an attached house, taking advantage of common chases for mechanical services and their common volume to develop a building of comparable scale to the existing house.



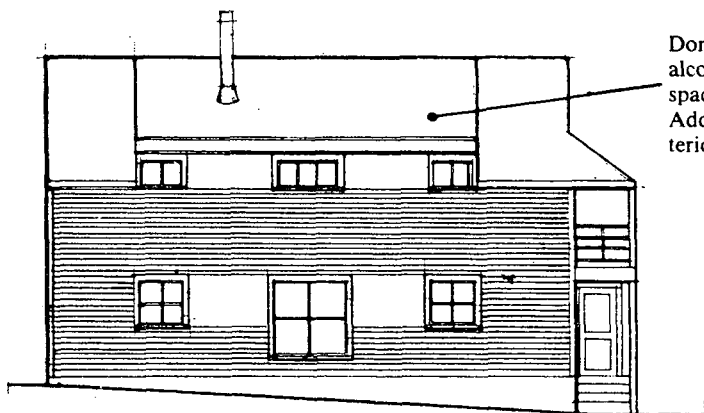
Site Plan



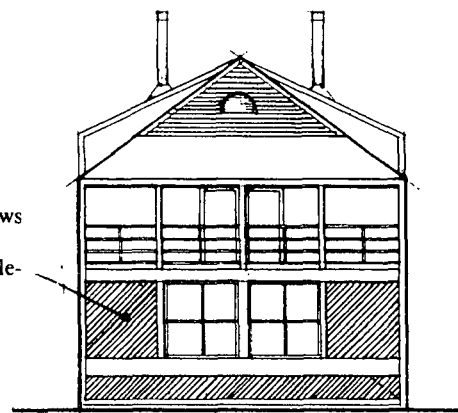
First Floor



Ground Floor



Side Elevation



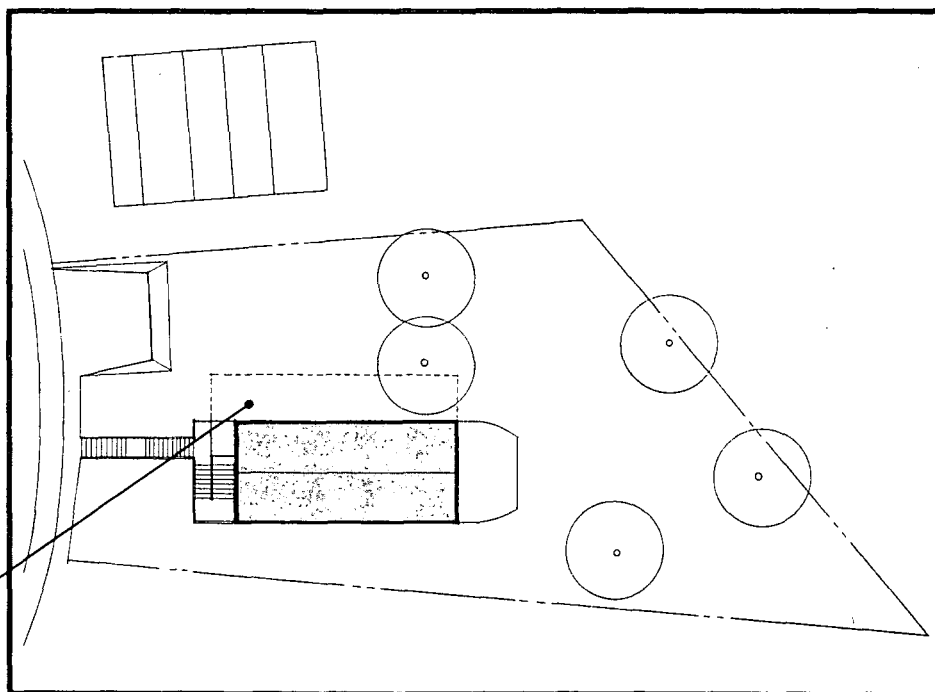
Front Elevation

# Heinlein House

Swampscott, Massachusetts

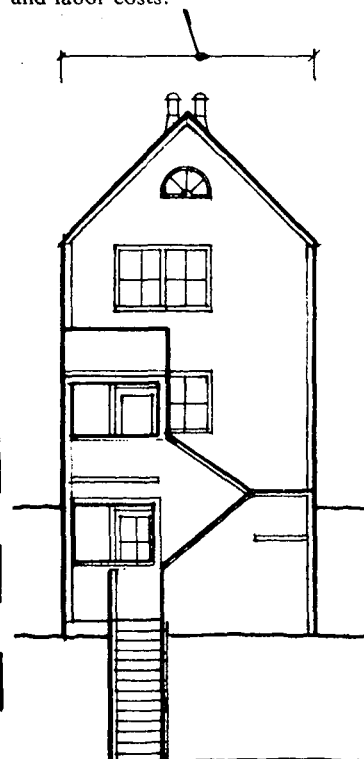
This suburban house was designed by Terrence Heinlein as a "starter" house for his family. Every element of the design had to balance economics, the small site, solar orientation and existing neighborhood characteristics. The site selected was a steep, ledgy, narrow lot that had been considered unbuildable. To circumvent the difficulties of the site, the house was arranged on top of the ledge in a vertical configuration oriented toward the south to take advantage of solar gain and minimize costly site work.

Area reserved for future expansion with lean-to additions optional at other sides.

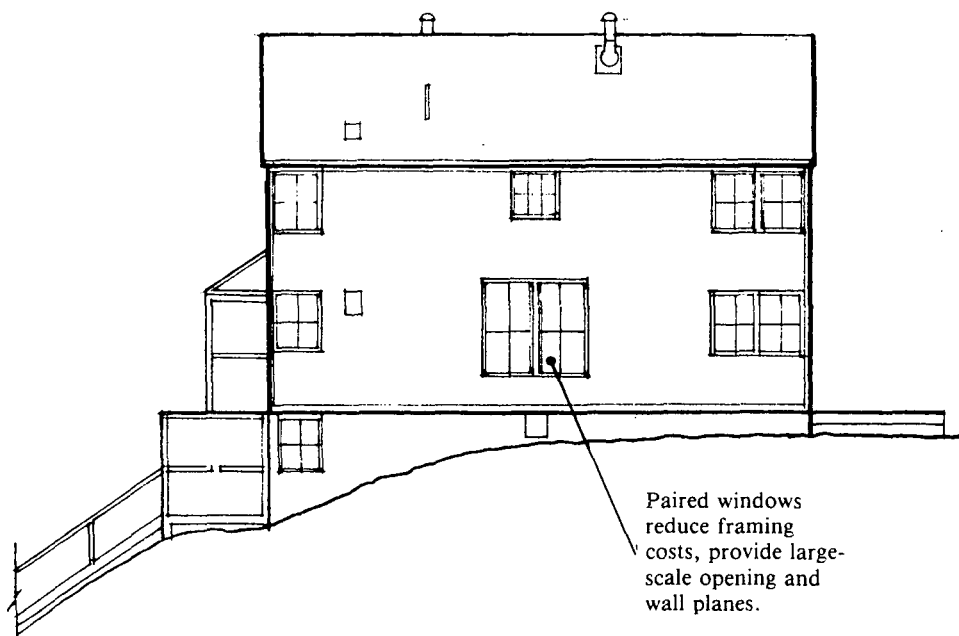


Site Plan ①

No interior structure and simple spans from stock lumber sizes reduce time and labor costs.



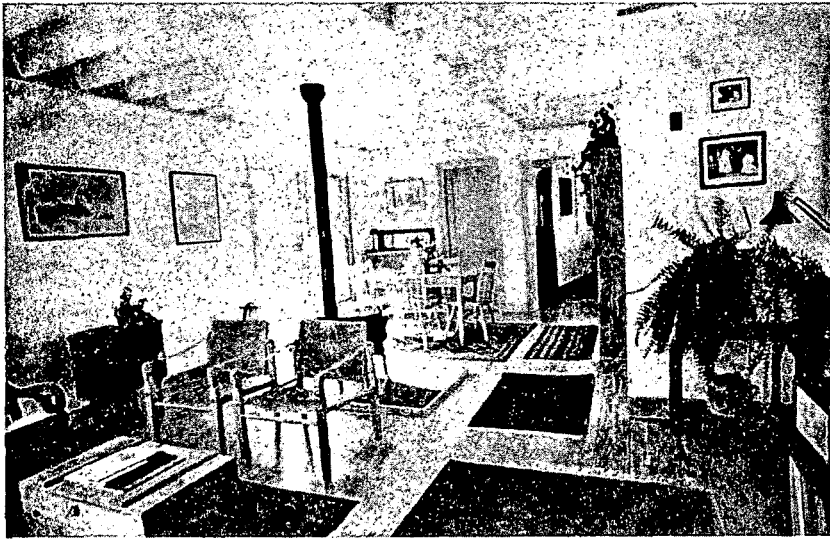
Front Elevation



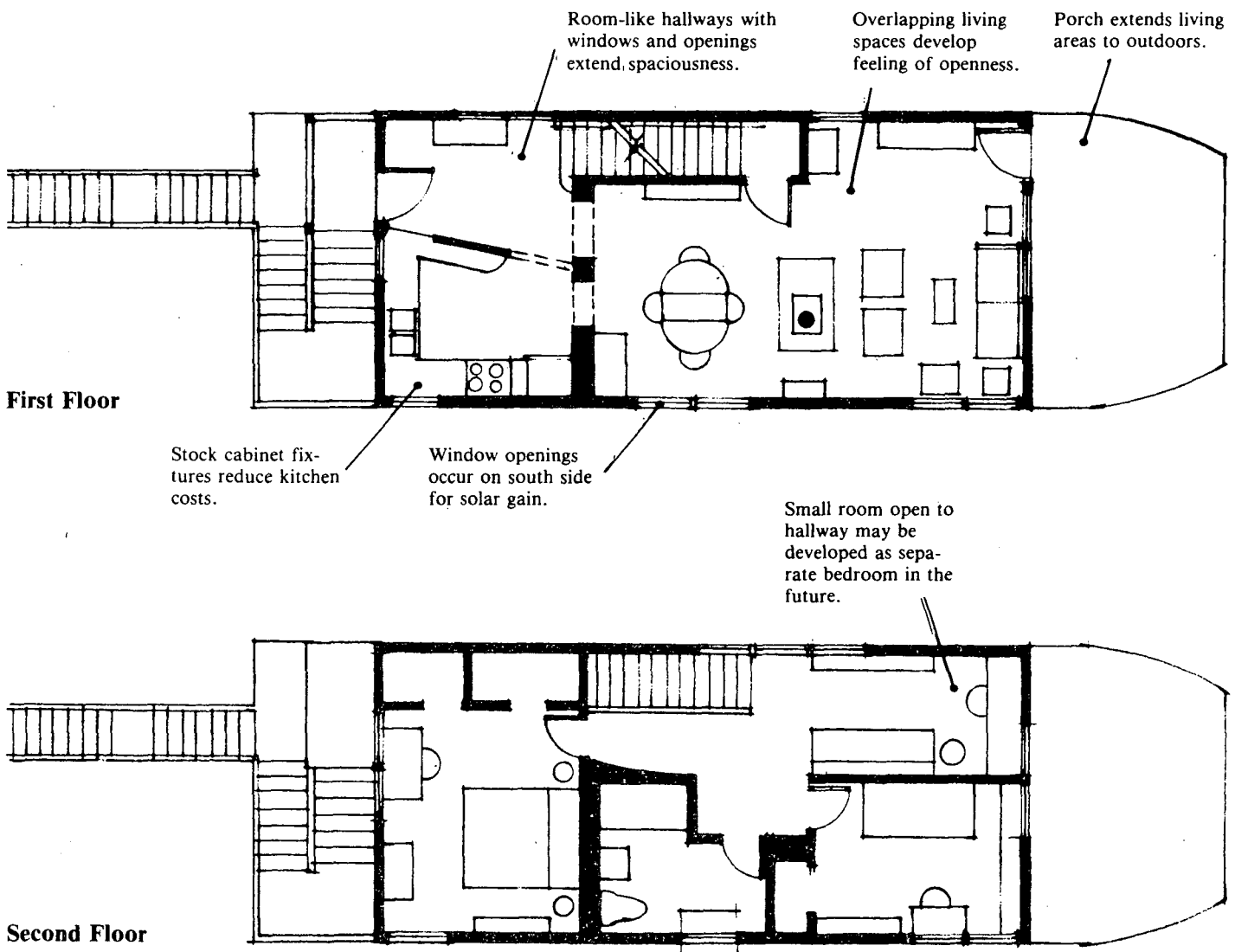
Paired windows reduce framing costs, provide large-scale opening and wall planes.

Side Elevation





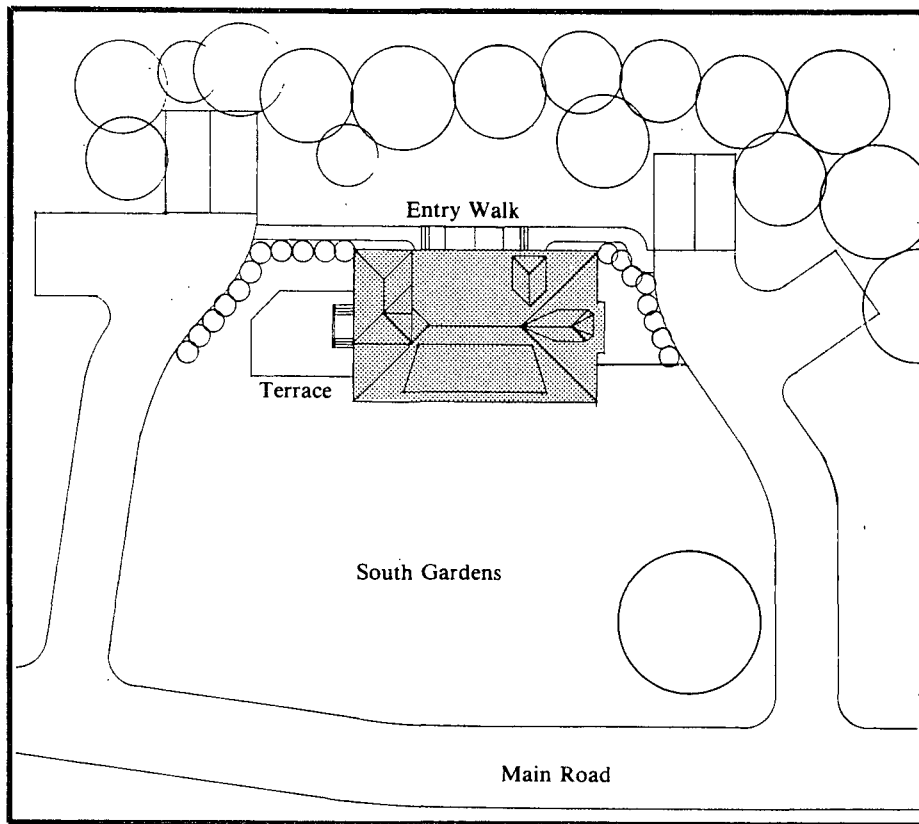
View of Living Area



# Manor House

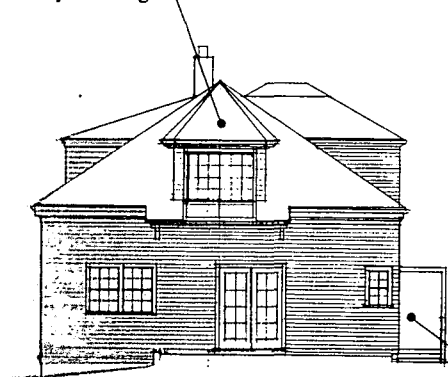
Concord, Massachusetts

The client for this project required the conversion of a 19th century carriage house into two separate living units. The major objective was to preserve the "period" character of the building while providing two luxury units with a sense of privacy. The carriage house was divided into two duplexes at existing structural partitions with separate drives and garages leading to entries that are visually separated from one another by an outdoor screened storage area. At the first floor the units' living and dining spaces are combined with views to the south and to adjacent terraces to develop a feeling of spaciousness. Bath, study, kitchen and storage alcoves are provided off of this space for other more private activities. The second floors make use of dormers to preserve as much as possible of the original roof line, providing for two bedrooms and one and a half baths per unit.



Site Plan ①

Elevation details borrow from adjoining estate house character of turn of the century family housing.

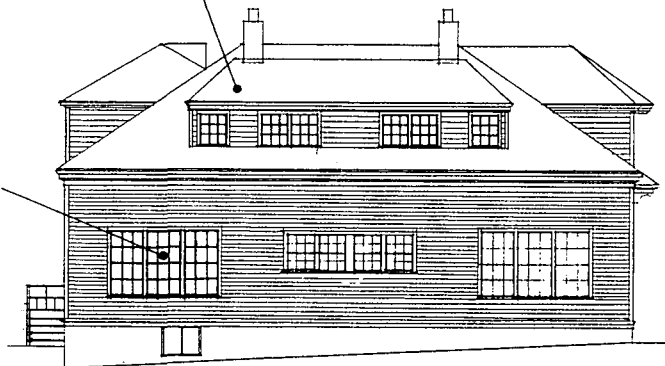


East Elevation

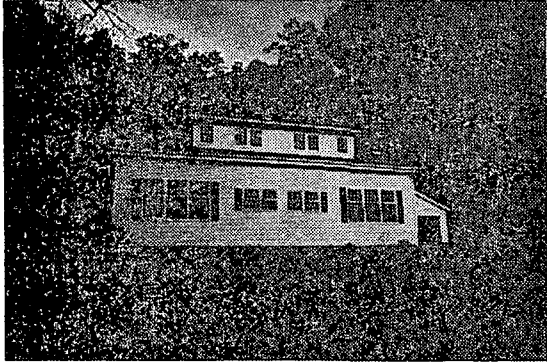
Original dormer construction enlarged to allow expansion of each unit to accommodate two bedrooms. Preserves precedent of original design that adds visual variety to exterior walls and roof shapes.

Large scale window openings located at southern orientation maximize solar gain.

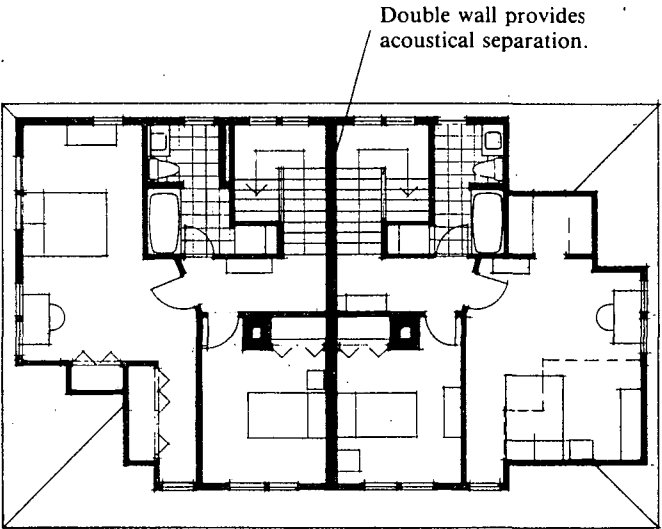
Unit entries provided with wood screens and storage areas to promote privacy.



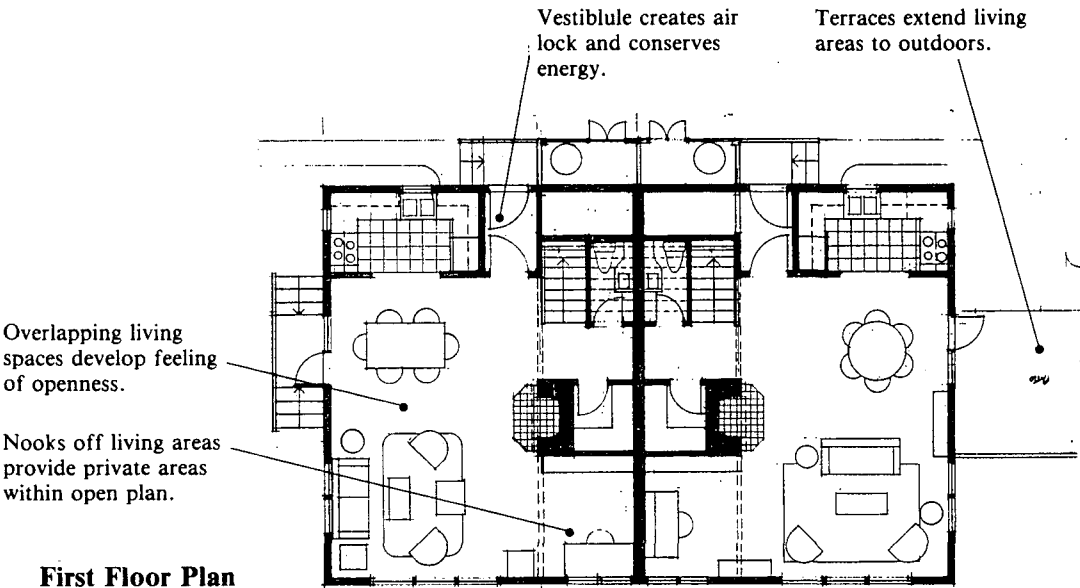
South Elevation



**View of House from South**



**Second Floor Plan**



**First Floor Plan**

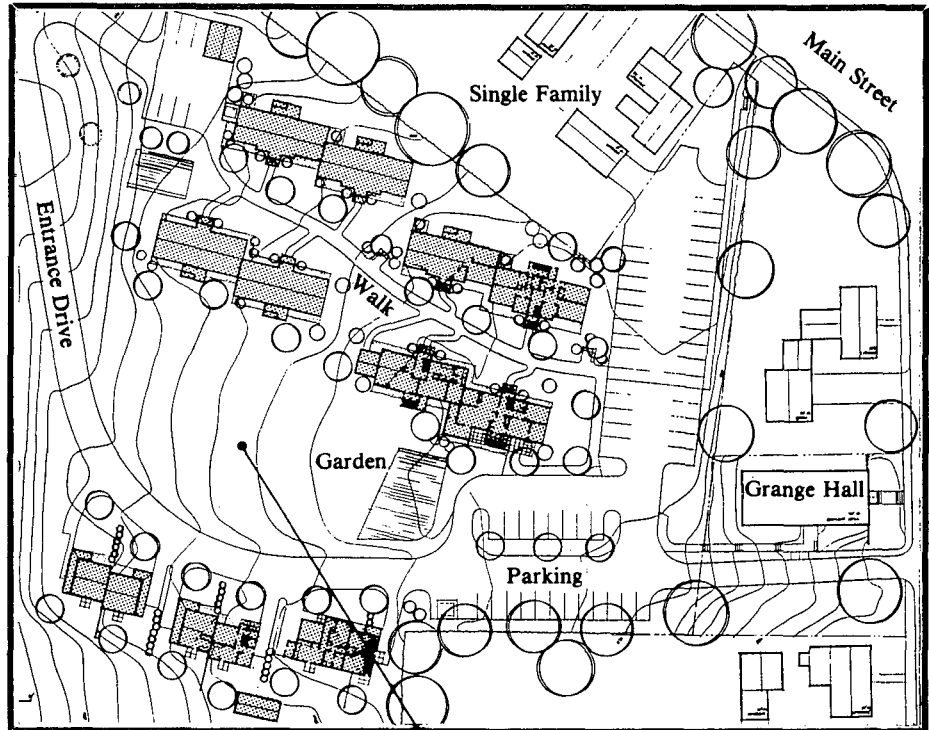
# Charlton Housing

Charlton, Massachusetts

The site for this thirty-six elderly and family unit project for the Charlton Housing Authority is located at the center of the town adjacent to the Grange Hall elderly center, and within walking distance of the local shopping plaza.

The thirty elderly apartments are divided into clusters that approximate the scale of the neighboring houses on Main Street, and are oriented due south to maximize use of passive solar systems. Parking is located at either end of a pedestrian path that leads to each building entry. The buildings are detailed simply with materials chosen to minimize the maintenance for the housing authority. The identity of each cluster is established by varying the design of each entry porch.

The six units of family housing are sited at the other end of the access road, separated from the elderly units by an open field. Community spaces are located with the housing authority office at the eastern end of the elderly cluster adjacent to the Grange Hall.

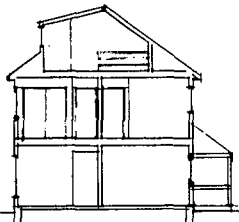


Site Plan

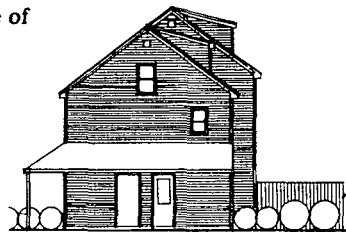


Areas at meadow/septic field provide separation of elderly and family units.

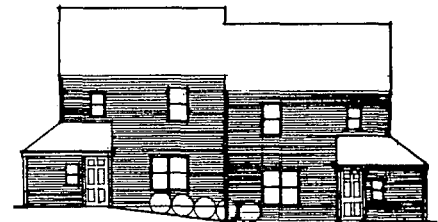
Elevation details incorporate neighborhood characteristics



Buildings relate to scale of neighboring houses.

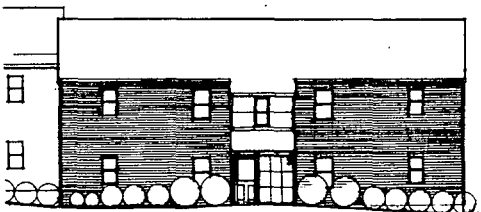


Family Unit/West Elevation

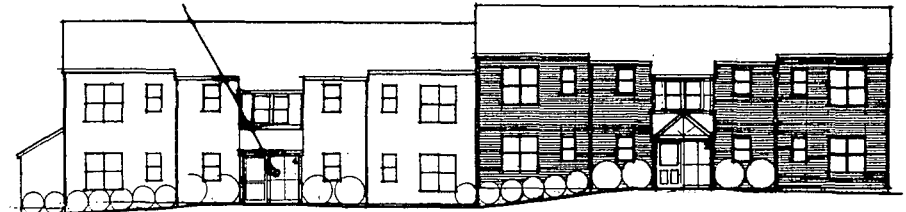


Family Unit/North Elevation

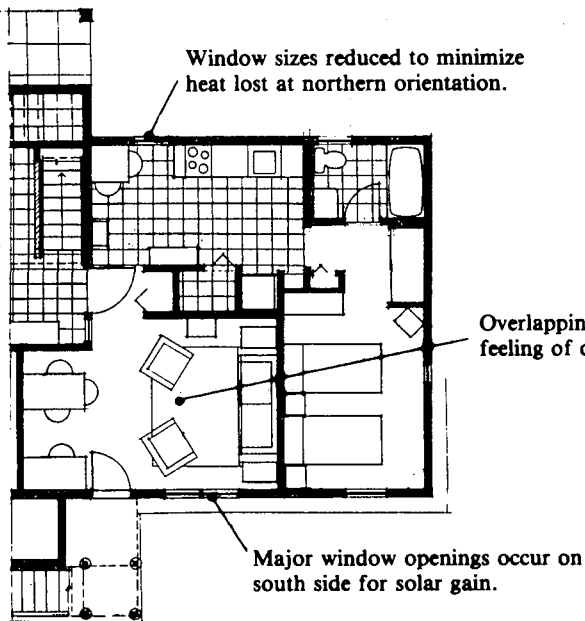
Entry roof shape and panelling varied at each cluster entry to reinforce identity of each "house".



"B" Unit Building/North Elevation

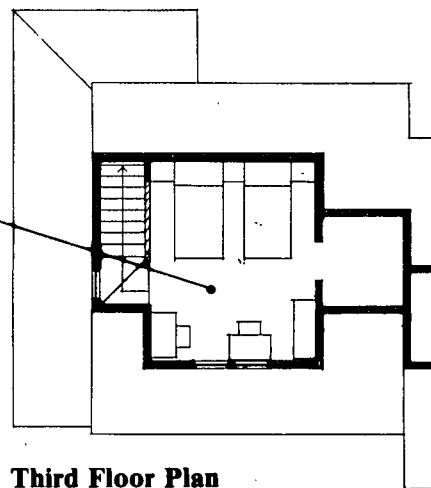


"A" Unit Building/South Elevation



**Typical "B" Elderly Unit**

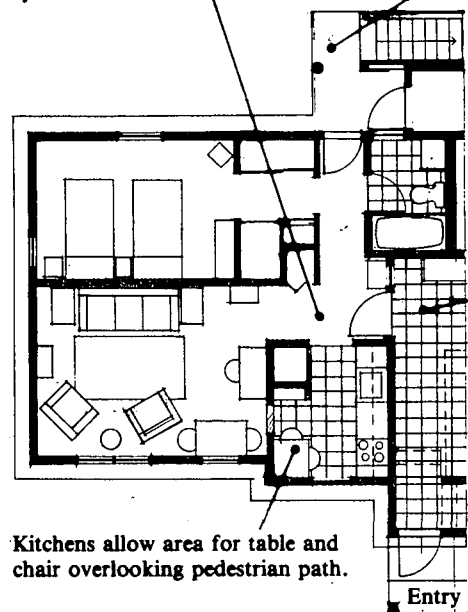
Third bedroom is added in dormer construction, allows expansion of space within minimal shell.



**Third Floor Plan**

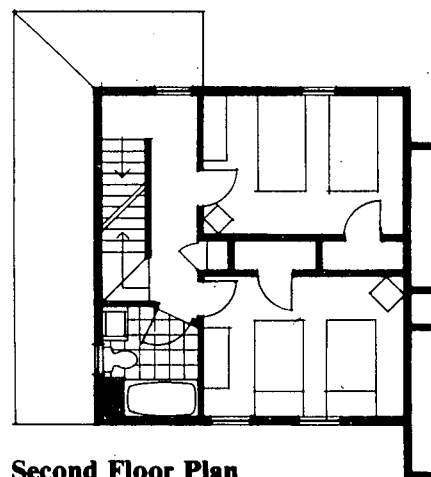
Unit circulation planned to maximize opportunities for furniture placement by tenants.

Egress porches extend living areas to private rear yard spaces.



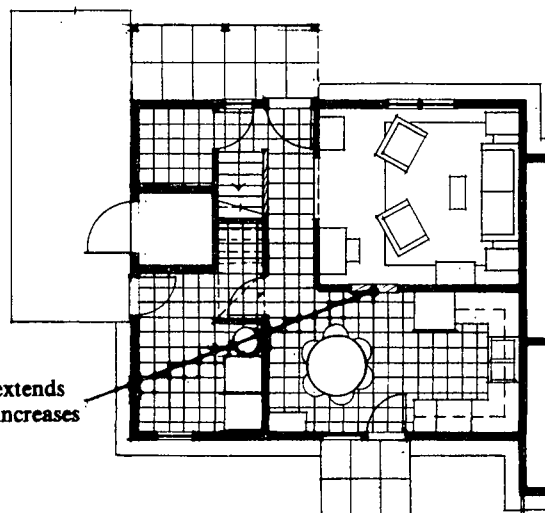
**Typical "A" Elderly Unit**

Entry halls provide air locks, conserve energy.



**Second Floor Plan**

Pass thru at kitchen wall extends views through the house, increases spaciousness.

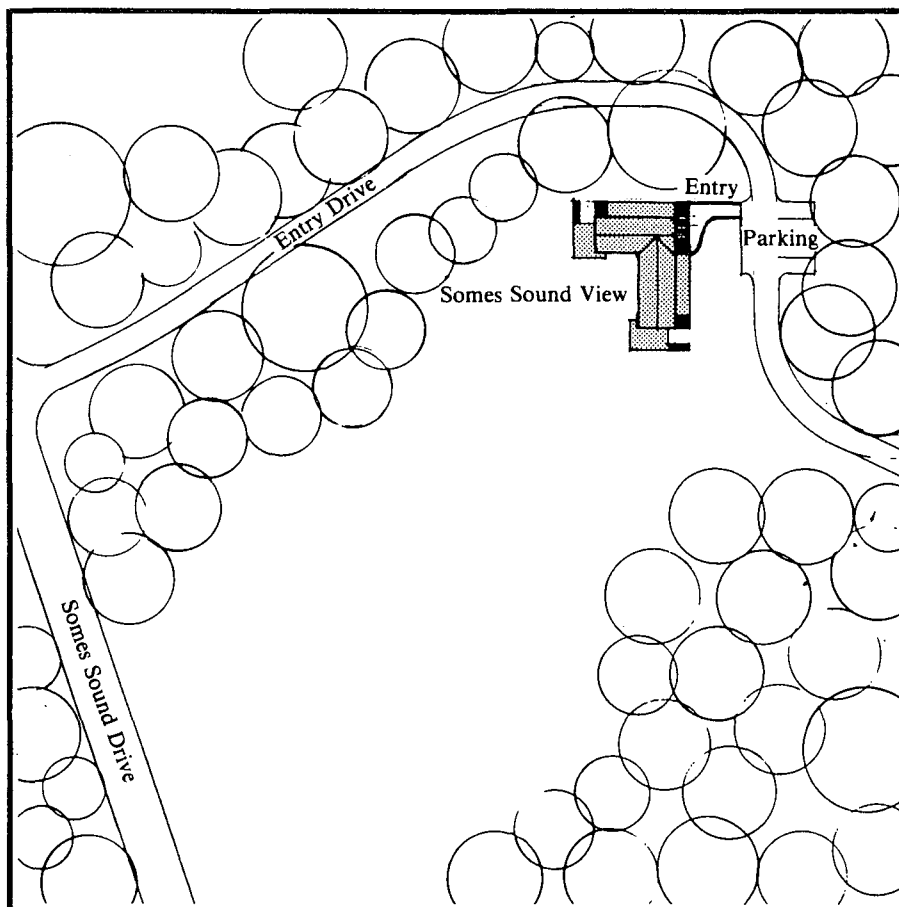


**Family Unit/Ground Plan**

# Somes Sound Houses

Northeast Harbor, Maine

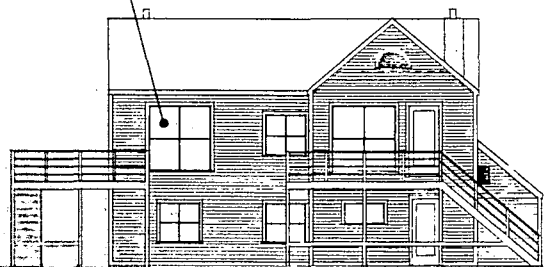
This two family vacation house was designed for a hilltop site in Northeast Harbor, Maine. The units are designed as separate houses placed together to approximate the scale of a single family farm house and elongated to take advantage of passive solar gains and the view to the sound. An entry hall, bedrooms and utility spaces are located on the second floor to gain height needed to view the sound and the ocean beyond. Porches are included at the end of each unit to extend the living areas to the out of doors and to provide maximum separation of the houses.



Site Plan

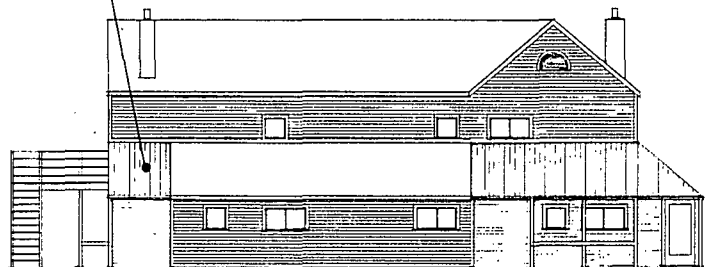


Large scale window openings located at south maximize solar gain.



South Elevation

Translucent material at porch coverings provides light at storage/entry areas.



East Elevation

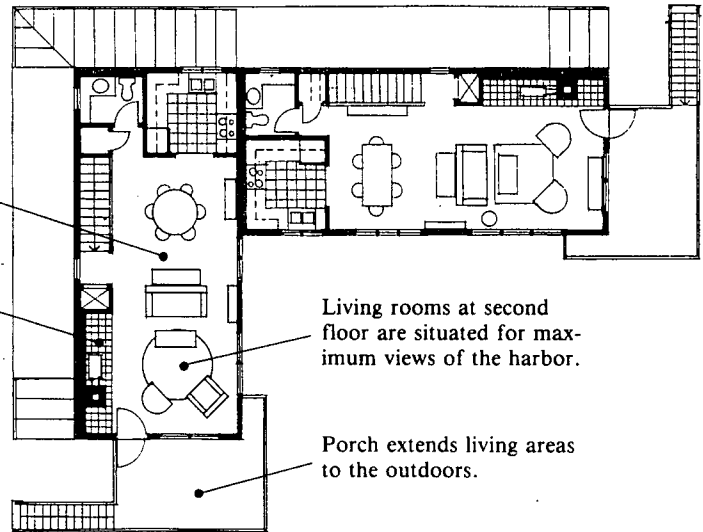
Overlapping areas to create sense of larger space.

Masonry alcove for stove in north wall provides thermal mass to maximize energy gains.

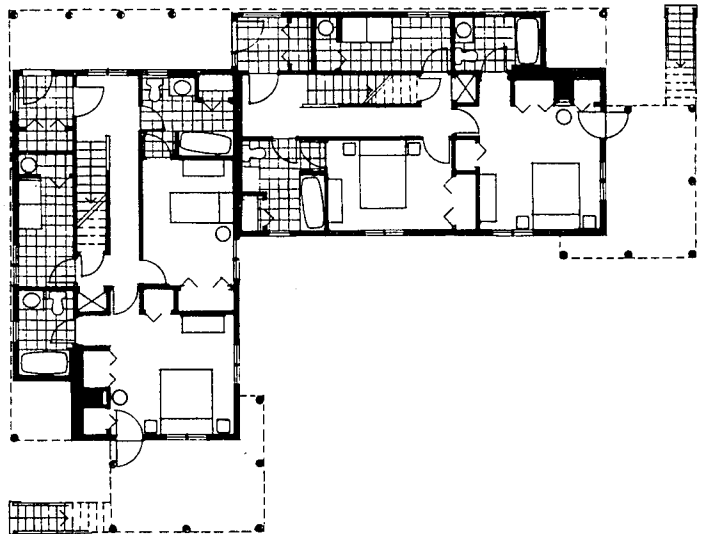
Living rooms at second floor are situated for maximum views of the harbor.

Porch extends living areas to the outdoors.

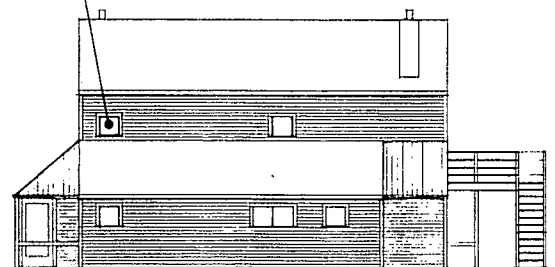
**Second Floor Plan**



**Ground Floor Plan**



Window sizes reduced to minimize heat loss at north.



**North Elevation**



**West Elevation**



SOUTH ELEVATION 1"=4'





Proposed North Elevation 1" = 4'



Proposed North Elevation 1" = 4'

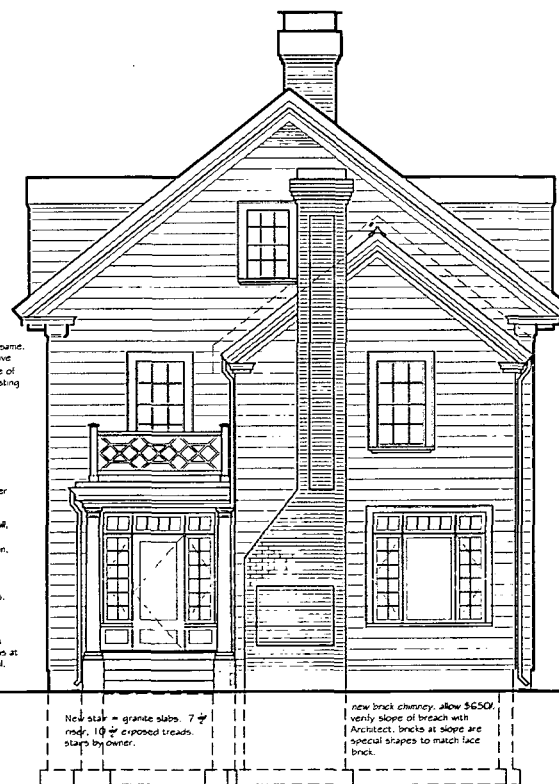
MEYERHOF HOUSE CHESTNUT HILL



EAST ELEVATION



PART WEST ELEVATION 1" = 4'-0"



SOUTH ELEVATION 1" = 4'-0"



PART NORTH ELEVATION 1" = 4'-0"



WEST ELEVATION 1" = 4'

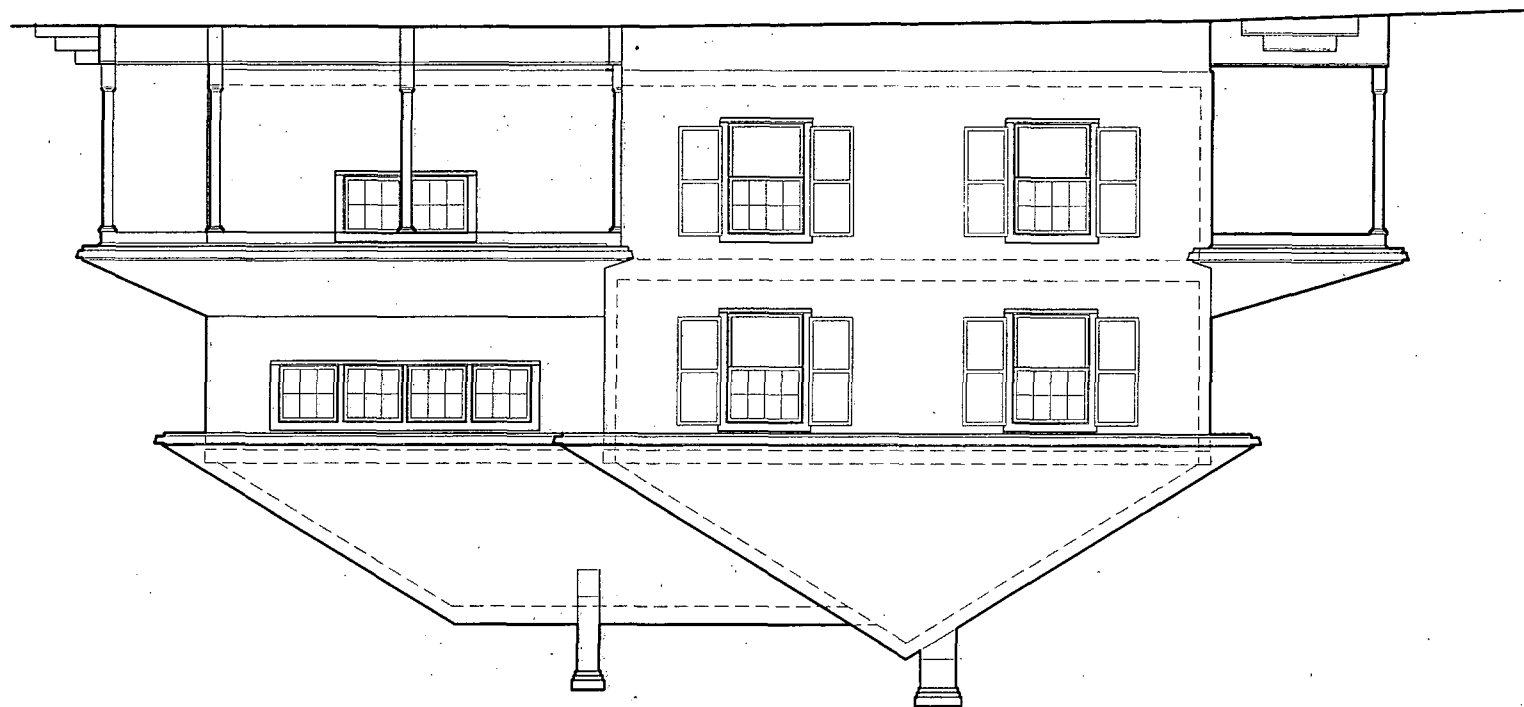
DEAN HOUSE NEWTON, MA



SOUTH ELEVATION 1" = 4'

DRESSER HOUSE DOVER, MA

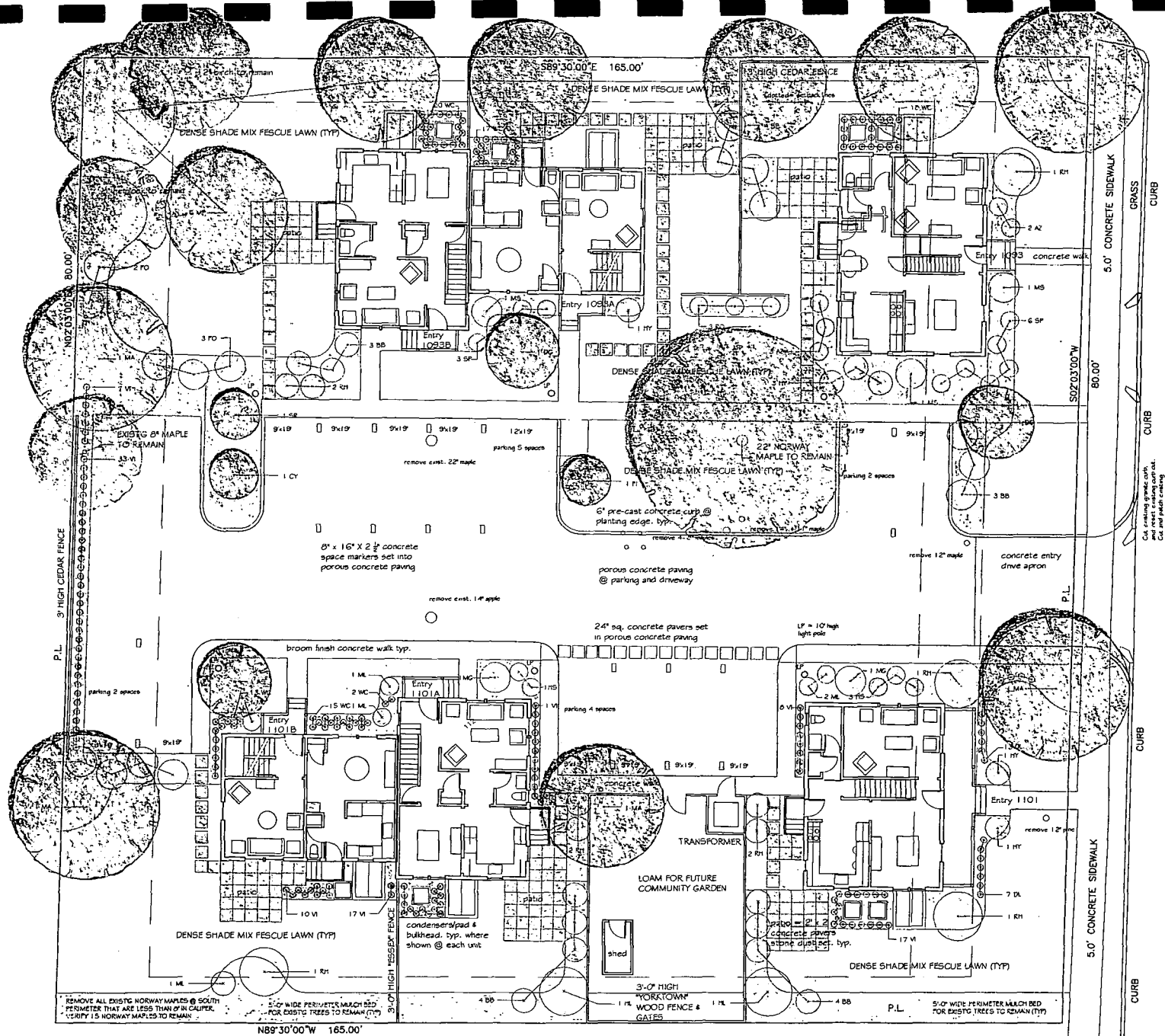
NORTH ELEVATION





## STRENGTH DEVELOPMENT PLAN

**MILLHOUSE COMMONS**  
1093/1101 Chestnut Street Newton, MA  
for CAN-DO Citizens for Affordable Housing in Newton Development Organization Inc.



MARK	COMMON NAME	BOTANICAL NAME	CITY	STATE
AS	ASPIN MOUNTAIN ASPI	SORBUS HOSTIA		
AZ	AZALEA	RHOODODENDRON TOLICAN		
BU	BURNING BUSH	EUONYMUS ALATUS		
CV	FALSE CYPRESS			
DO	DOGWOOD			
DL	DWARF LILLY (STELLA DORIS)			
FI	FIRE (KOREAN)			
FO	FORSYTHIA			
HL	HOLLY			
HO	HOSTA			
HY	HYDRANGEA			
MA	MAPLE			
MC	MAGNOLIA (STAR)			
ML	MOUNTAIN LAUREL			
WA	WAX MAPLE			
MS	MISCANTHUS			
RH	RHOODODENDRON			
RO	ROSE (SHRUB)			
SP	SPIREA			
SR	SPRUCE			
VI	VIBURNUM			
WC	WINTER CREEPER			



Proposed East Chestnut Street Elevation 1093 Restored

East Elevation

CAN-DO AFFORDABLE  
HOUSING, NEWTON MA



East Elevation New 1101 Chestnut Street House      North Elevation

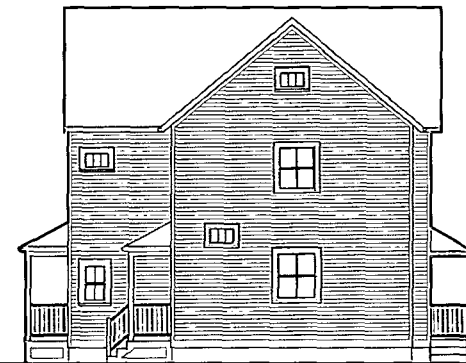
CAN-DO AFFORDABLE  
HOUSING, NEWTON MA





South Entry Elevation of  
3 Bedroom Unit 1093 B

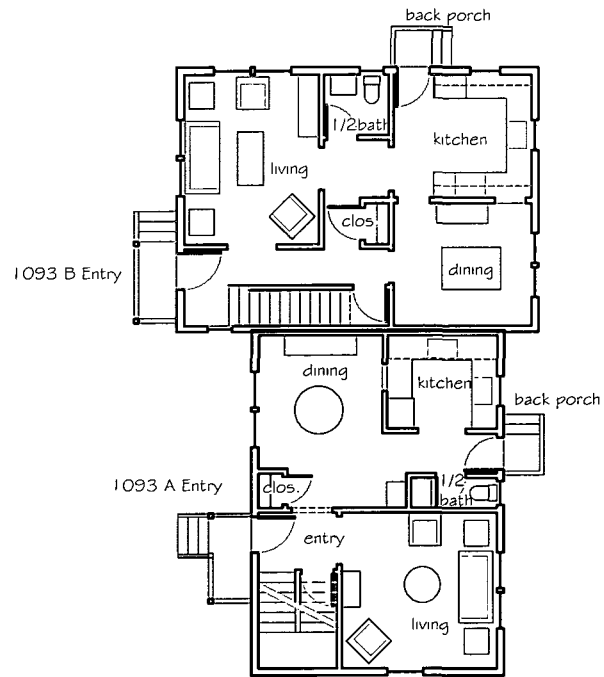
South Entry Elevation of  
2 Bedroom Unit 1093 A



East Elevation of 2 Bedroom Unit 1093 A

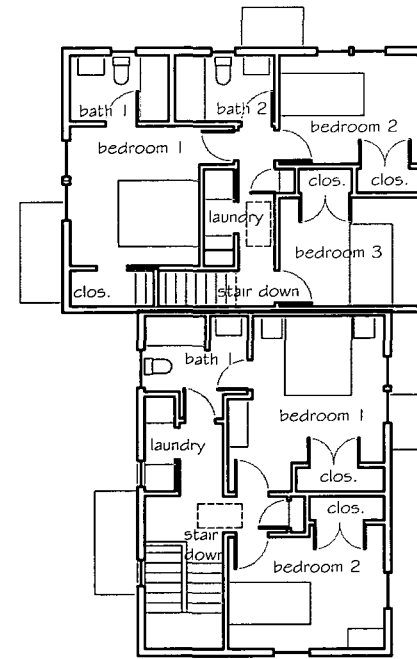
CAN-DO AFFORDABLE  
HOUSING, NEWTON MA

3 bedroom unit = 1320 gr. sq. ft.  
Ground Floor 3 Bedroom Unit 1093 B



Ground Floor 2 Bedroom 1093 A  
2 bedroom unit = 1204 gr. sq. ft.

Second Floor 3 Bedroom Unit 1093 B



Second Floor 2 Bedroom Unit 1093 A



3/12/07  
22

**Acton Community Housing Corporation**  
**Nancy Tavernier, Chairman**  
**TOWN OF ACTON**

Acton Town Hall  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 263-9611  
[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

---

TO: Board of Selectmen  
FROM: Nancy Tavernier, Chair  
SUBJECT: Gift of services in kind for Willow-Central project  
DATE: March 1, 2007  
cc Garry Rhodes, Mangel Architects, Inc.

On March 1, 2007, ACHC voted to accept a gift of architectural services-in-kind with a value of \$7500 from Mangel Architects, Inc. of Harvard, MA. This gift was offered as part of Condition 1.4 of the Site Plan Special Permit 12/29/05-406 for Mill Corner at 140 Main St. (Acton Music Center). This permit was granted by the Selectmen on 3/27/06.

Condition 1.4 gave the ACHC the right first refusal for a one bedroom unit but unfortunately the required buy down subsidy exceeded the CPA funds ACHC had available for this purpose and we had to decline. In lieu of the unit, ACHC was offered either a \$7500 cash gift or an equal amount in architectural services-in-kind for any ACHC initiative. ACHC chose to accept the architectural services for the Willow-Central development. We were pleased to have Dan Barton of Mangel provide full architectural and construction drawings for the 3 units at Willow-Central. These drawings will be central to the successful development of quality housing, which is also historically correct for the neighborhood.

As part of the Home Rule petition (Chapter 143 of the Acts of 1996) that governs ACHC, the Board of Selectmen needs to approve the receipt of this gift for the ACHC. We request that the Board votes to approve this gift with a value of \$7500.

Thank you.

Accepted 3/12/07



# Transmittal

**To:** Nancy Tavernier  
**From:** Scott Pietrusewicz  
**Date:** 1-26-07  
**MAI Job #:** 07004  
**Regarding:** Acton Community Housing

<b>copies</b>	<b>date</b>	<b>no.</b>	<b>description</b>
2			Stamped 24x36 sets of both buildings
3			Half size sets of both buildings
1			CD of PDF files

☐ for your use  
☐ plans  
☐ samples

☐ for approval  
☐ prints  
☐ specifications

☐ as requested  
☐ for review & comment  
☐ other \_\_\_\_\_

**Notes:**

**Copies To:**

**Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

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TO: Mark C. O'Hagan, Willow Central, LLC  
FROM: Nancy Tavernier, Chair, ACHC  
SUBJECT: Transfer of files and documents  
DATE: July 19, 2007

The following items were delivered to Willow Central, LLC on this date:

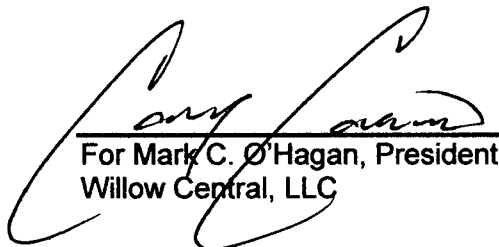
1. 2 sets of construction drawings and architectural plans produced by Dan Barton, Mangel Architects, Inc.
2. 2 sets of all engineering drawings and site plans, ANR plan, wastewater disposal plans and permit, landscape plan, Flannery easement plan.
3. 1 set (4 Mylar sheets) of "The Plan", engineering plans prepared for the Comprehensive Permit application by Stamski and McNary, Inc. Mylar sheets are signed by the Acton Town Clerk and the Acton Zoning Board of Appeals
4. CD of all files and documents included in the RFP
5. CD of full Environmental Phase 2 report and attachments, prepared by O'Reilly, Talbot and Okun, Inc. for the Town of Acton in June 2002.
6. CD of architectural and construction drawings from Mangel Architects
7. A copy of the executed Comprehensive Permit
8. A copy of the Comprehensive Permit application and all exhibits



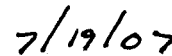
Nancy Tavernier, Chair  
Acton Community Housing Corporation



Date



For Mark C. O'Hagan, President  
Willow Central, LLC



Date



November 6, 2006

Jonathan Wagner, Chair  
Acton Zoning Board of Appeals  
Acton Town Hall  
472 Main Street  
Acton, Massachusetts 01720

RE: Willow/Central Residences (Application 06-08)

Dear Mr. Wagner and Members of the Board,

Maugel Architects is working with the Acton Community Housing Corporation (ACHC) on the Willow/Central infill project in the West Acton Village. The goal of our efforts is to assist the ACHC in material selections and ultimately to prepare construction documents for each of the proposed residences. These documents will be used by the ACHC for the developer and contractor bidding process, and for construction permitting.

As part of our initial work, Maugel Architects has reviewed recent correspondence from the Acton Historical Commission, dated October 4, 2006. In its letter, the Commission raised five suggestions to improve the aesthetic appropriateness of the project in the context of its historical setting. Maugel Architects fully agrees with these suggestions and intends to address them as we develop the design drawings. We would further echo the Commission's comments on the duplex building, by adding the following notes:

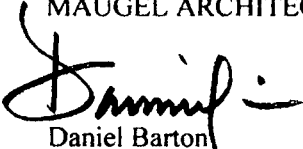
1. We intend to improve upon the window to wall ratio on the elevations by addressing the size, proportions, type, and placement of the windows. We will also evaluate the floor-to-floor heights of the proposed structure, so as to ensure that its overall massing is consistent with neighboring houses in the Village.
2. We will study the size of the porches relative to any site constraints as well as their relationship to the building elevations. For bracket and post details, we would suggest a simple, consistent approach and one which looks to the local vernacular for inspiration.
3. As we study the overall fenestration and massing of the house, we may find that the attic windows can be omitted altogether. Should they remain, a more square proportion would be appropriate.
4. We agree that both the eave and rake details and proportions should be complimentary to other similar homes in the neighborhood.

5. Wider corner boards would result in an appropriate modification. Their scale will be further complimented by suitable proportions for window casings and other potential trim.

We are pleased to be working with the ACHC on developing such a worthwhile project for the community. Please do not hesitate to call should you have any questions or concerns regarding our work with the Willow/Central Residences.

Sincerely,

MAUGEL ARCHITECTS, INC.



Daniel Barton  
Principal





November 6, 2006

Jonathan Wagner, Chair  
Acton Zoning Board of Appeals  
Acton Town Hall  
472 Main Street  
Acton, Massachusetts 01720

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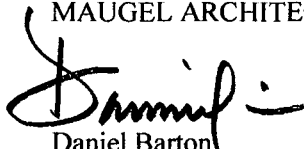
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Daniel Barton  
Principal